Magaya Cargo System Operations User Manual

Guide to

- Shipments
- Receiving Cargo
- Pickup Orders
- Bookings
- Quotations
- and more

Magaya®
Logistics Software Solutions

Magaya Cargo System Operations User Manual
Table of Contents

Section 1: Getting Started

Chapter 1: How to Use This Manual 11
Introduction 11
How this Manual is Organized 11
About Magaya Software 12
Where to Find Help 13

Chapter 2: Introduction to Logistics 15
Supply Chain Overview 15
Logistics Business Overview 16
Logistics Service Provider Operations 17
Creating a Quotation 17
Pickup Orders, Warehouse Receipts, and Delivery Orders 18
Documentation 19
Destination Processes 20
Invoicing/Liquidation 21
Warehouse Processes 22
Inventory Counting 24
Sales Orders and Purchase Orders 25
Air Waybills 26
Air Waybill Introduction and Fields 26
Chargeable Weight 30
Sample Air Waybill 32
AWB Printing and Document Templates 33
Configure Form Filling 34
Bill of Lading 35
Bill of Lading Fields 36
Sample Bill of Lading Document 40
Configure Form Filling 42

Chapter 3: Magaya Software Installation 43
Introduction 43
System Requirements 43
Install Magaya Software 44
Steps to Install on a Single Computer (or Server) 44
Steps for Client-Server Installation on a Network 47
Terminal Services Installation 48
Software Components Installed 48
Update Magaya Software 49
Uninstall Magaya Software 52
Contact Magaya Help 52
Next Steps 53

Chapter 4: Initial Software Configuration 55
Introduction to the Startup Wizard 55
Why Use the Wizards? 55
How to Make Changes to Information You Enter 56
Startup Wizard 57
Begin the Startup Wizard 58
Additional Startup Wizard Tips 62
My Company Info Dialog Box 64
How to Use the Accounting Wizard 67
Import Your Customer List into Your Magaya System 69
Import CSV 70
Import XML 72
Administrator Overview 73
Administrator Tasks 73
Software Customization Options 73
Database Administration Tasks 74
Communications Functions 74
Permissions 75
Add a New Employee 77
How to Set Permissions 77
Set Up Passwords for Employees 83
Scenario: Limiting Permissions 85
Roles Overview 87
Add a Role to an Employee 87

Chapter 5: Magaya Explorer Interface 93
Introduction to the Magaya Explorer 93
What Can You Do in the Magaya Explorer? 94
Menus and Toolbars 95
Top Toolbar 95
Main Menu 97
Folders and Subfolders 101
How to Add Folders 102
Magaya Explorer Folders Overview 103
Magaya Network Folder 103
Tasks Folder 105
Quotations Folder 107
Purchasing 108
Sales 108
Bookings Folder 108
Warehousing Folder 109
Maintenance Folder 110
Rates Folder 110
Accounting Folder 111
Outgoing and Incoming Shipments Folders 111

Miscellaneous 113
Maintenance Folder 114
Carriers 115
Forwarding Agents 119
Warehouse Providers 119
Customers 119
Vendors 121
Salespersons 122
Contacts 123
Employees 123
Ports 124
Countries 127
Configuration 127
Working with Document and List Views 128
Lists 129
Related Columns 134
Toolbars in Document and List Views 139
Buttons on the Toolbars 140
Print Labels 141
Batch Print 146
Batch Email 148
The Filter Button 151
Advanced Filter 153
The Find Button 156
The Actions Button 159
The Detail Button 162
Resize Windows and Panels 163

Section 2: Warehousing 165

Chapter 6: Warehouse Receipts 167
Introduction to Warehouse Receipts 167
Receive Cargo: Create a Warehouse Receipt 167
Step-by-Step Procedure 169
General Tab 169
Shipper/Consignee Tab 172
Supplier Tab 175
Carrier Tab 176
Commodities 176
Add Commodities 178
Identification Tab 183
EEI Tab 187
Hazardous Materials Tab 191
AMS Tab 193
Attachments Tab 195
Add a Container 196

Scan Bar Codes to Enter Commodities 198
Repacking Cargo 200
Charges 202
Events 212
Add an Event 212
Define New Event 213
Attachments 215
Add an Attachment 216
Add Attachment from Scanner 217
Notes and Internal Notes 224
Notes 224
Add Clauses to Use in Notes 224
Internal Notes 226
What Actions can I Perform with a Warehouse Receipt? 227
Introduction 227
Generate Accounting Transactions from a WR 227
Linking Transactions 229
Other Actions 231
Details Panel 236

Chapter 7: Set up Your Warehouse
Warehouse Zones and Locations Introduction 239
How does Magaya Explorer use Warehouse Zone and Location Information? . . . 240
How to Create Warehouse Locations 241
Commodity Classifications 244
What are Commodity Classifications? 244
Actions with Commodity Classifications List 247
Create an Inventory Item Definition 251
Step-by-Step Procedure 252
Inventory Item Definitions List 256

Chapter 8: Pickup Orders 261
Introduction to Pickup Orders 261
Pick Up Cargo: Create a Pickup Order 265
General Tab 266
Shipper Tab 268
Consignee Tab 271
Supplier Tab 273
Carriers Tab 273
Commodities Tab 275
Charges Tab 282
Events Tab 283
Attachments Tab 285
POD Tab 285
Notes Tab 287
Internal Notes Tab 288

What Actions can I Perform with a Pickup Order? 289
Print Labels 289
Generate Accounting Transactions from Pickup Orders 293

Chapter 9: Cargo Releases 297
Introduction to Cargo Releases 297
Release Cargo: Create a Cargo Release 298
General Information 298
Carrier Information 300
Select the Cargo to Release 300
Charges Tab 309
Events Tab 312
POD Tab 313
Attachments Tab 314
Notes Tab 315
Internal Notes Tab 316
What Actions can I Perform with a Cargo Release? 316
Generate Accounting Transactions from a Cargo Release 316
Other Actions 319
Verify a Packing List in a Cargo Release 323

Chapter 10: Working with Commodities
Commodity List and HTS Introduction 325
Reports from the Commodity List 325
Other Types of Reports 326
How to Find Commodities in Magaya Explorer 327
Use the Find Button 328
Use the Filter Button 328

Section 3: Shipping 331

Chapter 11: Quotations 333
Introduction 333
Create a Cargo Quotation 333
Actions for Quotations 337
Query Rates 340

Chapter 12: Bookings 343
Introduction to Bookings 343
How to Create a Quick Booking 344
Actions for a Booking 349

Chapter 13: Trip Schedules 353
Introduction to Trip Schedules 353
How to Create a Trip Schedule 354
Step-by-Step Procedure 354

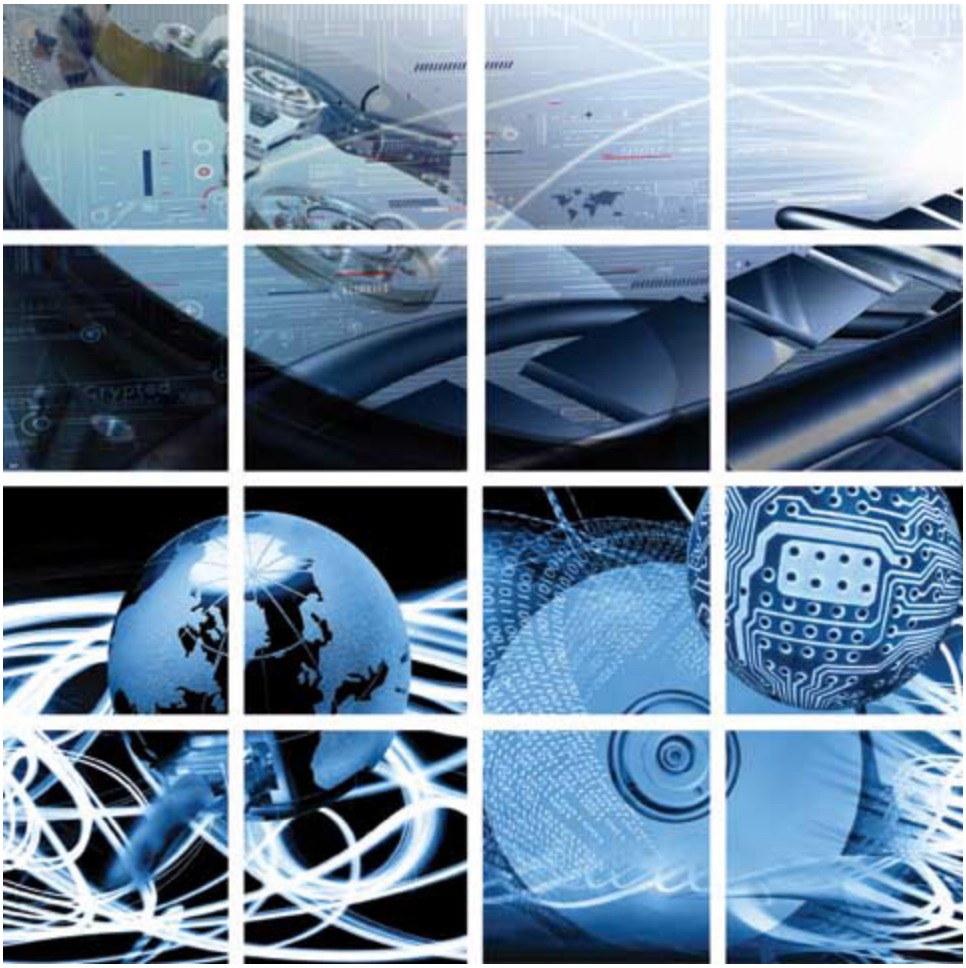
Actions You Can Perform from the Trip List 360

Chapter 14: Creating Shipments 363
Introduction to Shipments 363
Create an Air Export Shipment 364
Use the Wizard to Create a Shipment 364
General Screen in the Straight Air Export Wizard 366
Entities Screen in Straight Air Export Wizard 368
Routing Screen in Straight Air Export Wizard 370
Documents Screen in Straight Air Export Wizard 371
Cargo Screen in Straight Air Export Wizard 373
Repack Screen in the Straight Air Export Wizard 375
Save the Straight Air Export Transaction 376
Summary Screen the Straight Air Export Wizard 377
View the Saved Shipment Transaction 377
Split a Shipment to Make Subhouses 379
Create an Ocean Consolidation Export 380
Steps to Create an Ocean Consolidation Export 381
Navigating Shipment Screens 393
Working with the Shipment Tabs 396
General Tab 396
Routing Tab 400
Charges Tab 405
Other Tabs 405
Cargo Status 407
Shipment Charges 409
Generate Transactions for a House 415
Print Shipment Documents 416
Using the Print Wizard 417
Known Shippers 419
Email Shipment Documents 422
The Shipment Toolbar 423
The Master and House Buttons 424
The Shipment Actions Button 427
The Cargo Shipment Toolbar 429
Loading Cargo in a Shipment 429
Cargo Status 432
Repack Cargo 432
Handling Containers 435
Print Labels 435
Print Documents 435
Verify Packing List 436
Liquidation 438
Liquidation Steps 438
Agent Participation 442
Configure how the Liquidation is Generated 446

View Accounting Transactions 450
Shipment List 451
How to View Shipments 456
Work Load Folder 456
In Transit Folder 456
Imports 457
1. Create an Import Shipment 459
2. Liquidate the Shipment 471
3. Perform Reception Process 472
4. Create Arrival Notices 474
5. Release Cargo for Final Delivery 475
Routes and Segments 476
Overview 476
Create Segments 477
Create Routes 479
Use Routes in Shipments 483

Index

Section 1: Getting Started



Chapter 1: How to Use This Manual

Introduction

Welcome to the *Magaya Cargo System Operations Manual.*

This manual is designed to teach you how to perform operations procedures in the Magaya Cargo System.

Magaya Cargo System software program was designed for logistics providers, freight forwarders, N.V.O.C.C.'s, consolidators, forwarding agents, couriers, warehouse providers and others in the logistics industry.

How this Manual is Organized

This operations manual is designed to be task oriented. You can skip to any topic you need and get step-by-step procedures for all the operations tasks performed in the Magaya Explorer. This manual is organized into the following sections and topics:

- **Section 1 Getting Started** explains the installation and initial configuration of Magaya software. There are instructions for entering your company information into the accounting wizard and setting employee permissions. These steps are intended for a systems administrator or other Information Technology (IT) person. Learn how to navigate in the Magaya Explorer user interface with the buttons on the toolbars, how to use the screens, menus, and folders so you can perform all the tasks related to operations, warehousing, and deliveries. There is also an overview of the logistics industry.
- **Section 2 Warehousing** explains cargo-related procedures. It shows you how to set up your warehouse locations in Magaya Explorer, to bring merchandise and cargo into the warehouse, to create a Pickup Order and

a Warehouse Receipt, to process shipments from the warehouse, to create a Cargo Release, find commodities and cargo in Magaya Explorer, to create commodities reports, and more.

- **Section 3 Shipping** explains shipping procedures. It provides step-by-step procedures for creating Quotations, Bookings, and Shipments.

Other manuals explain accounting procedures, customization features, communications features, US Customs procedures, how you and your customers use Magaya LiveTrack, and more. See the Training page on www.magaya.com.

About Magaya Software

Magaya software uses a database server to store and save all your company information. The software also uses a communication server to allow your customers who you have granted access to the system to view their transactions. You can also communicate with other companies who are using Magaya software, and you can access your data remotely. The operations and accounting functions are integrated in the software.

Magaya offers four different software products:

- Magaya Cargo System
- Magaya Warehouse Management System (WMS)
- Magaya Supply Chain Solution
- Magaya Commerce System

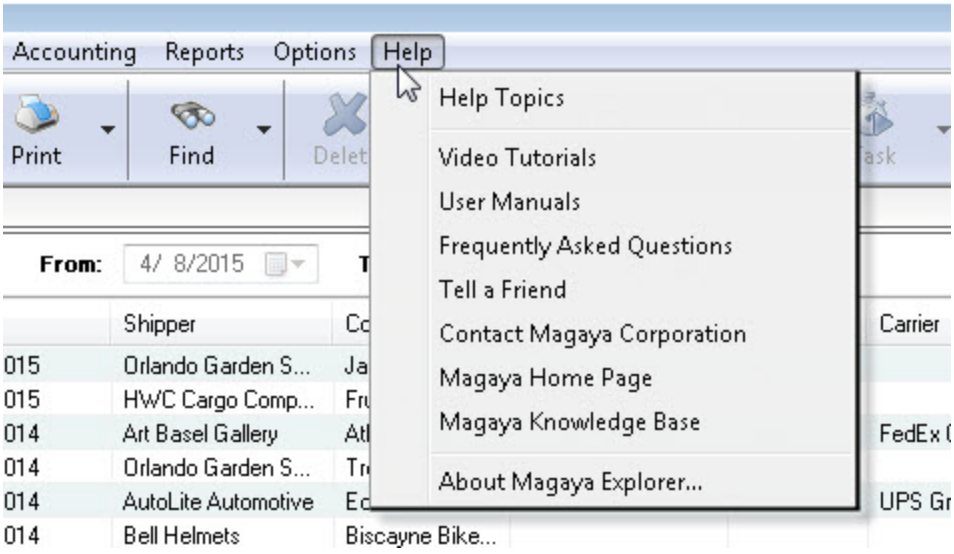
Magaya also offers plug-ins. Some are included with your software, and others required activation:

- Magaya LiveTrack
- Magaya OnTheGo
- Magaya WMS Mobile
- Magaya POD Mobile
- Magaya Transaction Tracking (and custom Transaction Tracking on your website)
- Magaya AMS (Automated Manifest System)
- Magaya AES (Automated Export System) for filing SED (Shipping Export Declaration – now called “EEI”)

- Magaya ISF (for the 10+2 Customs initiative)
- Magaya XML API
- Magaya INTTRA (to communicate with ocean carriers)
- Online Payments
- Online Shipping Orders
- Online Sales Orders
- Online Bookings
- Magaya VIN Decoder
- Magaya Bar Coding
- Magaya ABI Integration
- Magaya Scale Integration
- Magaya Track2Go mobile app for smart phones, etc.
- Magaya Express Link for UPS and FedEx integration
- Magaya Cloud

Where to Find Help

Click the **Help menu** in the top toolbar of your software to access resources such as videos, user manuals, the Knowledgebase, and more.



Tips and suggestions are also available in Magaya software on dialog boxes and other locations in the software program. Click on the "Magaya Tip" button to

access resources such as how-to articles and videos. (They can be turned off in Maintenance > Configuration > General > "Show learning tips and hints.")

Additional user manuals and video tutorials are available from the Magaya website Learning Center page: **www.magaya.com**. Videos are also on **YouTube.com**.

If you have questions or need help, please contact Magaya Corporation:

Phone: (786) 845-9150

Email: support@magaya.com

Use of Magaya software and its documentation are governed by the terms set forth in your license.

Copyright © 2015 by Magaya Corporation. All rights reserved.

Chapter 2: Introduction to Logistics

Supply Chain Overview

A supply chain is a network of providers of merchandise, from the raw materials suppliers to the final consumer. The supply chain consists of several entities such as logistics service providers, manufacturers, transporters, storage facilities, wholesalers and retail stores. Let's look at the whole supply chain and see the place of logistics in the chain (item 4 below).

The components of the supply chain can be divided into the following parts:

1) **Plan:** Establish a plan for the whole supply chain. Planning and managing the supply chain requires managing the business rules, supply chain performance, data collection, inventory, capital assets, transportation, planning configuration, regulatory requirements and compliance, and supply chain risk.

2) **Source:** This part of the process focuses on managing the source of supplies. The sources include stock (inventory), goods to be made to order (per specs), and goods to be engineered to order. Identify and select sources of supplies. The Source part of the supply chain must manage inventory, capital assets, incoming product, supplier network, import/export requirements, supplier agreements, and supply chain source risk.

3) **Make = Manufacture:** This part of the supply chain focuses on the manufacturing of the goods from the supplies (make to stock, make to order, and engineer to order). The manufacturer must schedule production activities, issue product, produce and test, package, stage product, and release product to be delivered.

4) **Deliver = Logistics:** Logistics ensures economical and efficient movement of the goods and activities of all the suppliers involved in transporting, warehousing and distributing goods. A logistics analysis provides visibility into your supply chain. It will evaluate issues such as if there are enough warehouses in the right locations for cost-efficient shipment and receipt of goods, what information systems and technology is best to use, when to provide services in-house and when to outsource, etc. The role of a logistics service provider is to handle customer inquiries about carriers, schedule pick-ups, create quotations, and manage warehouse processes (if needed) and all the information, transportation, and the finished product inventories.

5) **Returns:** This part of the process manages the return of defective supplies to the source, return of excess product, etc. This part of the supply chain is also called reverse logistics.

NOTE: *Part of the above text was drawn from supply-chain.org.*

A failure in any part of the supply chain will affect the entire process of getting goods from origin to destination.

Logistics Business Overview

The term "**logistics**" encompasses the whole industry of moving and storing goods.The term originated with the military and how they procured and moved supplies, troops, equipment, food, etc. as the army moved from place to place. Logistics integrates the transportation, inventory, warehousing, material handling, and packaging of goods.

Having a good logistics strategy in place ensure economical and efficient movement of the goods and activities of all the suppliers involved.

The logistics process begins with a seller of goods. The seller may manufacture the goods and have their own warehouse, distribution center, and transportation. If they do not have all these capabilities, they will contract with other companies for these services so the seller can get their goods from the point of origin to buyers at the destination. The other companies the seller can contract with include:

- **Carriers:** Carriers transport goods by cargo ship, air, trucks or railroad. The choice of transportation type depends on factors such as if the goods

need to be shipped domestically or exported internationally. There are common carriers (available for hire) and private carriers.

- **Distribution Centers:** A Distribution Center (D.C.) is a warehouse for storing large quantities of goods. A DC could be a specialized building for refrigerated goods or an air conditioned warehouse. Goods are sent to a DC from a port. Sometimes goods may need to be deconsolidated from the shipping container before delivery to a DC. Once the goods arrive at the DC, warehouse receipts are made and goods are palletized and put away in assigned zones.
- **Logistics Service Providers** are freight forwarders, NVOCCs, or third-party logistics (3PL) service providers. A logistics service provider deals with carriers and others to make the transportation arrangements for the seller (or a buyer). Arrangements include procuring price quotes for shipments and making the reservations; they create a Bill of Lading that lists the goods shipped, the destination, etc. They handle all the documentation needed for international shipping and U.S. Customs. They may also have a warehouse and/or distribution center and offer these services.

Logistics Service Provider Operations

The role of the logistics provider (for example a freight forwarder or NVOCC) is to handle all the delivery processes for their customers, from point of origin to destination. A logistics provider has a sales department, accounting department, and staff who handle all the related operations or traffic department.

Creating a Quotation

The logistics provider's sales department makes sales calls and takes orders from customers. They provide customers with a quotation of the price of the freight charges based on the quantity to be shipped, the distance, weight, volume, whether the goods will be shipped via air or sea, if there are any storage charges, etc. They book the shipment by checking schedules, looking at what they

already have booked, what they have going out on carriers and if there is enough room left in a container to enable them to consolidate the customer's shipment with other customer's shipments in the same container, heading to the same destination. The logistics provider may also provide insurance for the goods.

Pickup Orders, Warehouse Receipts, and Delivery Orders

When the customer agrees on the quotation price, the traffic department creates a pickup order. The logistics provider will pick up the customer's goods and bring them either to the port for immediate delivery or to the logistics provider's warehouse for later delivery. The logistics provider may have their own in-house trucking department for pickup, or they may outsource the trucking. The customer may bring the goods to the warehouse themselves. If there are multiple customers shipping goods to the same destination, the logistics provider will consolidate the goods into one container or air shipment to reduce shipping costs.

The logistics provider creates a warehouse receipt for the customer that serves as proof of receipt at the warehouse. When the goods are shipped to the port, the logistics provider issues a Delivery Order, whether the delivery is handled in house or outsourced. Warehouse processes are covered in the section "Warehouse Processes" of this document.

Documentation

As part of its operations, the logistics provider creates the following mandatory documents:

- A Bill of Lading (Master and House versions)
- A Cargo Manifest

The **Master** Bill of Lading is a contract between a carrier and a logistics provider (or customer) that contains a list of all the goods shipped. In the case of ocean transportation, the logistics provider creates it and sends it to the carrier who verifies it, assigns a Bill of Lading number to it, and returns it to the logistics provider.

The **House** Bill of Lading is sent from the logistics provider to the customer, and it lists the goods for that customer only. Each Bill of Lading will list marks and numbers (container and seal numbers), number of packages, a description of items shipped, routing information and more.

On the Master Bill of Lading, the consignee is the destination agent. On the House Bill of Lading, the consignee is the recipient, for example a buyer.

If the carrier is an airline, the Bill of Lading is called an "air waybill." For details on Air Waybills, see the topic "Air Waybills."

If the carrier is ground transportation, the Bill of Lading is called a "Straight Bill of Lading".

A cargo manifest lists all the goods and is used for all transportation types. On the cargo manifest, the customer is referred to as the "house". The house number is listed, as is the shipper, consignee, description of the goods, the number of pieces, weight and volume.

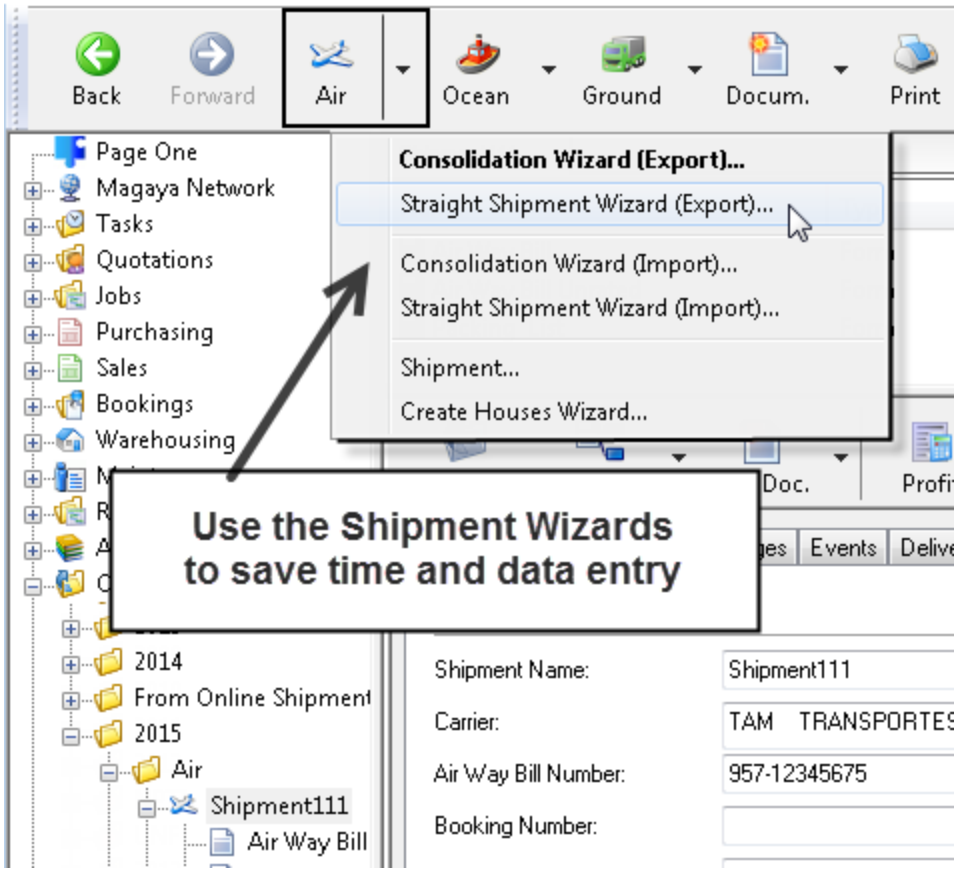
Other documents that the logistics provider creates are optional. These include:

- A commercial invoice, a bill for the goods, which itemizes all the merchandise by product name, part number and value
- A packing list, which itemizes the merchandise by weight and volume but not price
- A Dangerous Goods document, for hazardous materials cargo
- An EEI (Electronic Export Information), formerly the Shipper Export Declaration (SED), is required for items valued over $2,500 exported out of the U.S. and U.S. territories (if a logistics provider creates the EEI and submits it to Customs for the customer, the logistics provider may include a charge for this documentation on the invoice)

- Other documents vary depending on destination such as the European Union (EU), the Caribbean Community (CARICOM), the North American Free Trade Agreement (NAFTA), etc.

A copy of the Master Bill of Lading and the Cargo Manifest may be sent on the ship, and another copy is sent electronically to the customer and destination. If originals are required, then originals are sent via courier.

In Magaya software, the data that fills the fields of these documents is entered in dialog boxes that you use to create the shipping transactions. For example, when you create a shipping transaction with the shipment wizard, the information is saved and displayed in these documents such as air waybills. You do not need to type these forms manually. All the data is also saved for use in reports, etc.



For more details on the BL, please see the topic “Bill of Lading.”

Destination Processes

At the destination, the logistics provider arranges the following:

- Customs clearance (or outsources this to a customs broker)

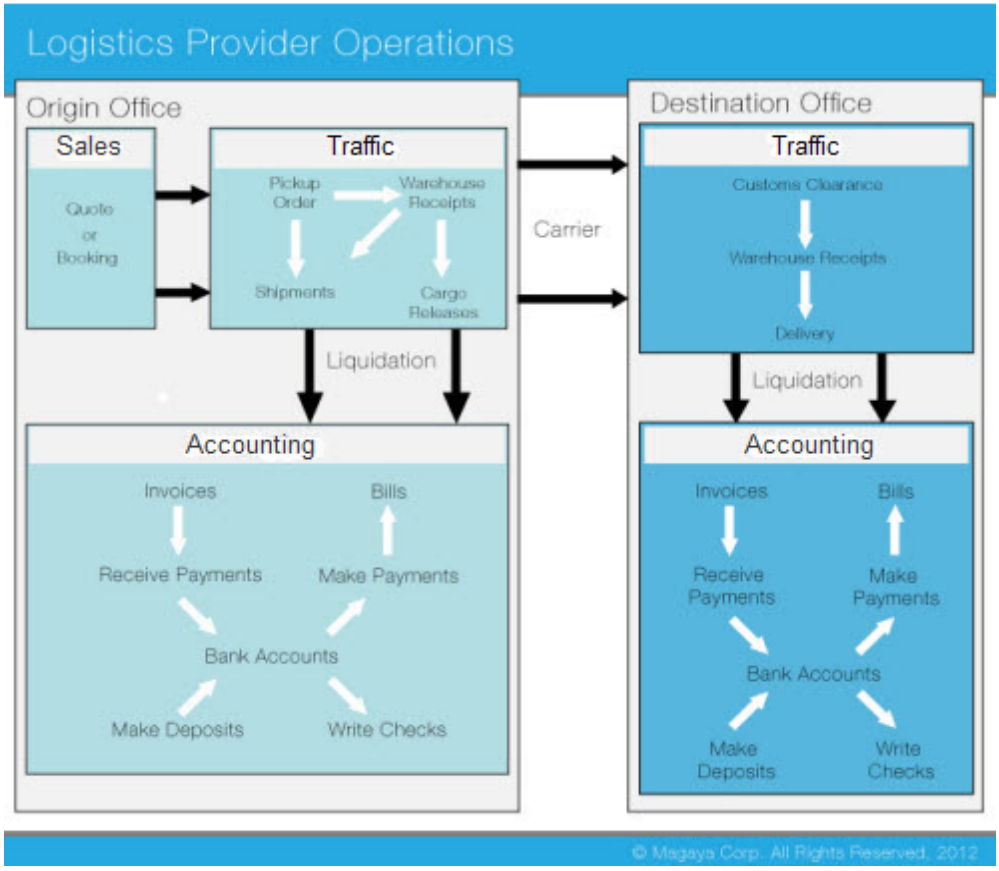
- Warehouse arrangements
- Transport from the port to the warehouse (unless the customer or buyer picks up the goods from the port)
- Local delivery (unless the customer prefers to handle this): Local delivery requires a cargo release document (also called a delivery order) which the logistics provider creates. The services the logistics provider provides could be to the customer's door or to the port.

Invoicing/Liquidation

The logistics provider's accounting department handles the invoicing, also called "liquidation". During liquidation, the logistics provider calculates profit sharing with the destination agent. The accounting department also creates invoices for the customer. The customer's invoice shows the freight charges calculated during the quotation by the sales department, any documentation charges or storage charges. These charges may be itemized or not itemized (all-inclusive).

If freight charges are prepaid by a single customer to the logistics provider, the logistics provider creates a credit memo that will show what the logistics provider will pay the agent. If it is not prepaid but collect, the logistics provider creates the invoice which will show what the agent will pay the logistics provider. If the logistics provider consolidated shipments from many customers, the charges will be calculated together. The profit sharing with the destination agent is determined depending on the total collect and total prepaid. When the goods are delivered to the buyer at the destination, the logistics provider's involvement ends.

This flowchart illustrates the logistics provider operations:



Warehouse Processes

Processing goods in and out of a warehouse or Distribution Center (DC) consists of four major steps:

1) **Receive Goods**: When goods arrive at the warehouse, the receiving process begins. A Warehouse Receipt (WR) is issued. The WR serves as proof that goods were delivered to the warehouse and are being stored according to the arrangements made by the customer.

2) **Put Away Goods**: Goods are grouped according to type, placed in a staging area, and put away. This process usually involves two employees – one who receives the goods and one who puts them away. To save time, goods can be grouped and put away directly instead of going to a staging area. The "put away" process is also called "Move."

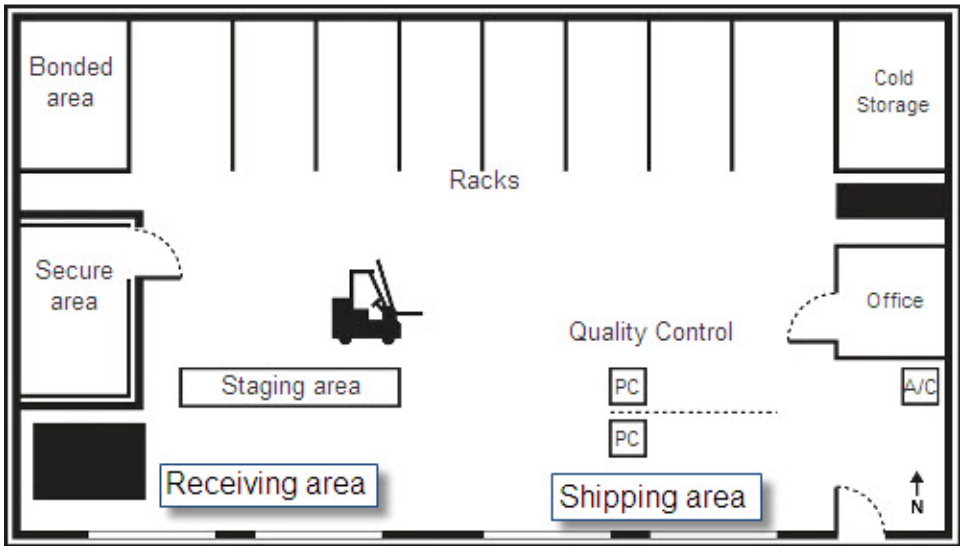
3) **Create and Fulfill a Shipping Order**: When the sales department creates a sales order, a Pick Order is also sent to the warehouse for processing. In the warehouse, the pick and load orders are received on handheld devices

that are connected to a central database. Based on the order, the goods are picked and often placed in a quality control area to verify quantities and prepare them for loading.

Information about the movement and location of the inventory in the warehouse is tracked with the handheld devices and updated in the central database, allowing the sales and purchase departments to see how much inventory they have, what was sold, and what is needed. This enables shipment and delivery of the correct amount of inventory when it is needed. This practice is called "Just In Time" (JIT) inventory strategy. JIT maintains an efficient supply of goods by reducing the cost of storing excess goods for long periods and increasing customer satisfaction by having inventory when customers need it. To speed up the process of picking and loading, goods are not required to stop in a staging area but may be taken from their locations and placed directly in the loading area where a Quality Control (QC) process will take place. QC ensures the orders are correct. Packing slips are printed and placed on the boxes.

4) **Load Goods**: The goods are loaded onto a delivery truck for transport out of the warehouse. Handheld units can be used to verify packing lists.

Warehouse floor plans vary according to the type of warehousing business and factors such as the frequency that items are picked and loaded, the need for specialty storage space such as refrigerated or a cold storage area, etc.



Within a warehouse, zones and locations are defined so items can be stored and found again easily and to facilitate inventory counting. More details can be found in the topic "Warehouse Zones and Locations".

Variations: A company such as a manufacturer may own a warehouse, and the sales orders come from within their own company so goods can be shipped out to customers.

If a company rents warehouse space from another company, the warehouse company provides the services for a fee such as receiving and storing goods, picking and loading, and delivery.

A freight forwarder may make arrangements for a customer's goods to be stored and delivered.

Invoicing customers is done based on charges such as inland freight charges that calculate distance, weight and other factors, length of time items are in storage, the type of storage such as refrigerated or bonded, commodity type, and other criteria. Invoices can be automated to recur on a regular basis.

Inventory Counting

Other warehouse processes include counting inventory. Two methods of counting inventory are cycle counts and physical counts.

Cycle counting is the process of verifying inventory accuracy by counting a few items every day and comparing the count to computer inventory records then reconciling differences. The cause of discrepancies is found and resolved.

Cycle counts can be done by grouping goods in different ways such as by what items move the fastest out of the warehouse or grouping goods by value. The method of counting goods based on the value of items is Pareto's rule of "80/20" where 20% of the inventory will likely represent 80% of the inventory's value. Goods are assigned a code of A, B, or C, depending on its value. The inventory can also be counted by dividing the warehouse into geographic sections or zones, and the inventory is counted by section.

A cycle count is done a few times per year while your business is running, unlike a **physical inventory count** that requires a business to shut down and count the stock.

Inventory is considered an asset by a company. There are different types of assets such as the company land, buildings, furniture, cash, etc., but "inventory" here means the goods for sale in the warehouse. Counting the inventory

provides the company with a value of the inventory, which is put on the company's balance sheet and used for tax assessment. A cycle count must be completed and reported to the company's accounting department in time for the company to file its taxes. This timeframe is set by the accounting and/or finance department, and it may be 3 months, 6 months or some other timeframe.

Depending on what the company wants to know about its inventory will dictate when it is counted, how often and by what method. The accounting and finance objectives are often different from supply chain management objectives. The financial view of inventory is assessing its value to the company's balance sheet, while the supply chain management view of inventory is geared toward supply efficiency, having enough inventory to ship when needed, and managing deliveries for timeliness.

For example the goal of the "**Just In Time**" method of inventory is to ensure the right amount of goods are in the warehouse when sales orders come in for those goods so they can be shipped when the customer wants them, improving customer satisfaction.

While having a lot of inventory in a warehouse may make a company look like they have more assets, the supply chain point of view perceives this to mean that goods sit for long periods and do not rotate but take up valuable space in the warehouse which is costly and reduces operating-efficiency.

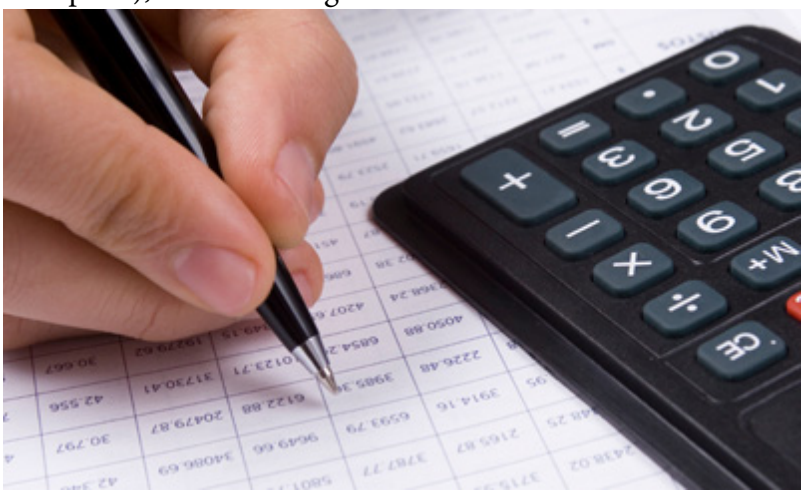
Sales Orders and Purchase Orders

The processes of creating sales orders and purchase orders link commercial transactions with the logistics/transportation processes.

The purchasing department in a company such as a wholesaler researches products to buy from suppliers and will issue a purchase order (p.o.) for the goods. The p.o. has a number and serves as a contract, defining any cancellation policies and protecting the seller if the buyer refuses to pay. It lists the goods, the quantities, price, and the shipping date and address. The goods are brought to the wholesaler's warehouse where all the warehousing processes take place (warehouse receipt issued, put away orders, etc.). All the appropriate accounting processes are also done such as paying for the purchase. The goods in the warehouse are considered an asset by the accounting department.

The supplier creates a sales order when they get a request for goods. The supplier sends the sales order to the company making the purchase (the wholesaler in this example). The sales order has a number associated with it.

The accounting processes include subtracting the goods from the assets when they are sent out, recording the Cost of Goods Sold (COGS – this is the cost of the purchase price), and recording sales as income.



When the wholesaler gets a request for goods from a buyer, the buyer creates their own p.o. and sends it to the wholesaler. The wholesaler creates a sales order and sends it to the buyer. This sales order triggers a shipping order in the wholesaler's warehouse. In the warehouse, pick and load orders are created and fulfilled, and the goods are shipped.

Air Waybills

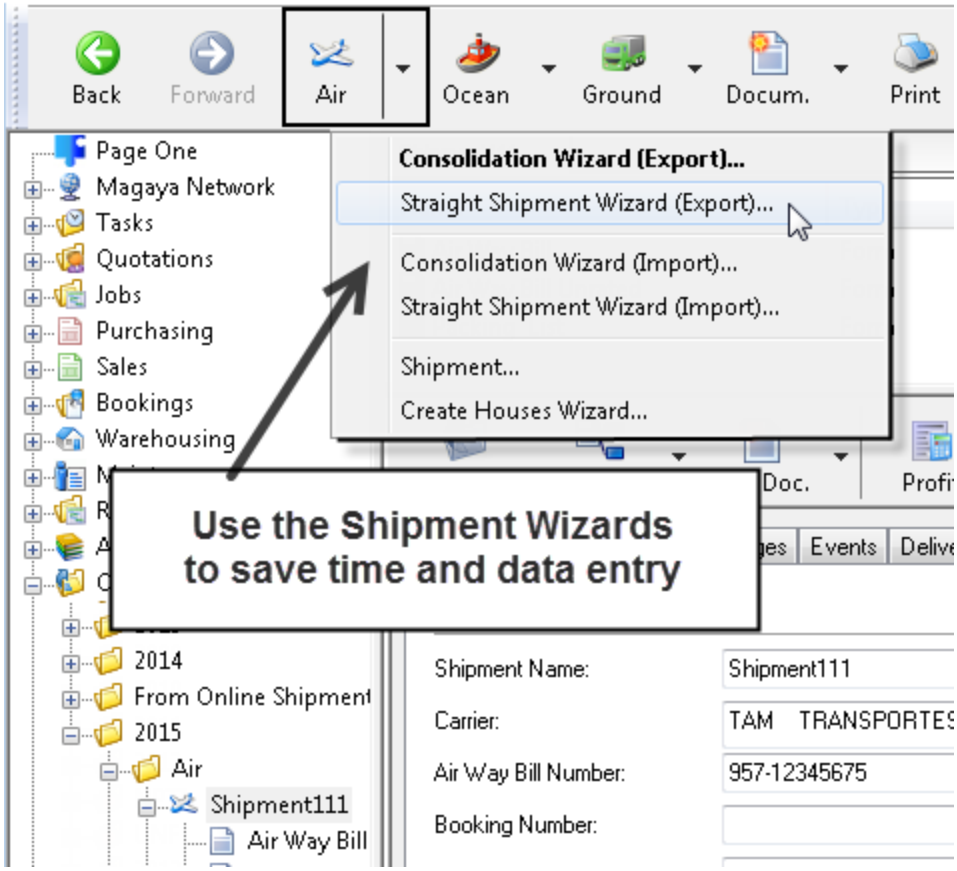
Air Waybill Introduction and Fields

An Air Waybill (AWB) is a contract of the freight charges from the company that will handle air transportation to a customer. There are two types of AWBs:

- **Master Air Waybill:** This is a contract from an airline to a freight forwarder.
- **House Air Waybill:** This is a contract from a company that handles the transportation (for example a freight forwarder) to a customer (for example a seller).

AWB Wizards Fill in the Fields:

Magaya software fills in the fields with information from the shipment wizards. You can also enter text in the document, but you don't need to.

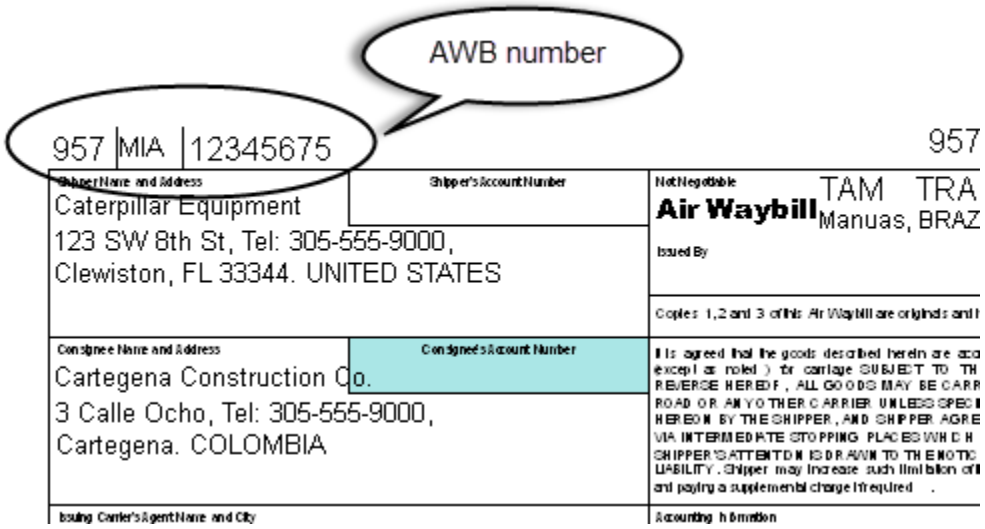


We recommend using the wizards!

There are some fields that are different in the Master and in the House AWB. These are:

AWB Numbers:

The air waybill number is located on the top right-hand corner, the top left-hand corner, and on the bottom right corner of the form.



The AWB number is filled in from the "General" tab in the shipment transaction screen and the shipment wizard of your Magaya system.

- **Master AWB Number**: The AWB number consists of the issuing carrier's three-digit IATA airline code number and a serial number of eight digits (separated by a hyphen), including a check digit placed at the end. The check digit is determined by using the unweighted Modulus 7 system: The number is created automatically by adding 11 to each number until the last digit totals 6. Then start over. Example: 777-12345675 (the number 5 at the end is the check digit) The next number will be 777-12345686. It is acceptable to insert a space between the fourth and fifth digits of the serial number.
- **House AWB Number**: is not created according to a standard.

Shipper name and address:

- Master: Displays the freight forwarder's name and contact information. (Shipper's account number field is optional.)
- House: Displays the customer's information, for example a seller.

Consignee name and address:

- Master: Displays the destination agent information. (Consignee's account number field is optional.)
- House: Displays the recipient's information, for example a buyer.

The shipper and consignee information comes from the "Entities" tab of the shipment in your Magaya system.

Accounting Information:

- Master: Displays the invoice numbers, purchase orders (PO), payment by cash, check or the credit card number.
- House: Displays the invoice numbers, purchase orders (PO), and Master Air Waybill number (MAWB).

Issuing Carrier's agent name and city:

- Master: Displays the freight forwarder's name and contact information.
- House: Displays the freight forwarder's name and contact information.

The following fields are the same for master and house forms:

- **Agent's IATA Code:** Displays the IATA code. (This is a seven-digit number in non-CASS areas, and in CASS areas it is a seven-digit code followed by a three-digit CASS address code and a check digit as determined by Modulus 7.) *Note*: CASS is Cargo Accounts Settlement Systems, an electronic data processing method. Contact Magaya to learn more about CASS.
- **Account number:** This field is optional.
- **Airport of departure (address of first carrier) and requested routing:** This field displays the airport name or three-letter IATA code.
- **To:** Displays where the first carrier is going (enter the IATA airport code or city that is the first transfer point)
- **By First carrier:** Displays the name of the first carrier or IATA two-character code.

  NOTE: *The other fields "To" and "By" are to second or third destinations by second or third carriers. Use as applicable.*

- **Reference number:** This field is an option.
- **Optional shipping information:** optional
- **Airport of destination:** Enter the final destination airport name or city

  Flight Date: Displays the date of the flight. The date and actual date are filled from the "Routing" tab of the shipment transaction in Magaya.

- **Currency:** Indicate if the currency is US dollars, etc. Use the ISO three-letter currency code applicable for the country of departure.
- **CHGS Code:** Displays applicable charges code. This field is optional.
- **WT/VAL and Other:** For Weight and Valuation. Mark an X in the box for PPD (prepaid) or COLL (collect).
- **Declared value for carriage:** Displays declared value, or enter "NVD" for No Value Declared.

- **Declared value for customs:** Displays a declared customs value, or enter "NCV" for No Customs Value, or leave the field blank. This field is filled in from the General tab of the shipment wizard screen.
- **Amount of insurance:** optional. (Magaya software has a connection to an insurance portal. Ask Magaya about cargo insurance.)
- **Handling Information:** This field displays information carriers need. Cargo-IMP (Interchange Message Procedures) codes and abbreviations may be used. If dangerous goods are being shipped, they must be labeled and a Shipper's Declaration is required. The name of the person to be notified may be entered in this field. Enter names of accompanying documents such as Shipper's Certification of Live Animals.

  To display information in this field, enter it in the "Clauses" which is available in the shipment wizard on the General tab.
- **NOTE:** *SCI is for Special Customs Information such as European Union (EU) destination country code.*

Freight charges are displayed in the AWB from the Charges screen of the wizards (and/or shipment screens) into these fields of the air waybill:

- **No. of pieces RCP:** This is the number of pieces shipped and applicable rating. RCP is Rate Combination Point and is used for combined rates. Each rated group must be on a separate line (such as dangerous goods).
- **Gross weight:** This is the gross weight and mark K for kilograms and L for pounds (lbs.). Enter the tare weight of the unit load device if applicable on a separate line with the rate class of "X".
- **Rate class:** This is the appropriate rate class code.
- **Commodity item number**: This is the appropriate rate class code. This field is optional.

Chargeable Weight

Chargeable weight is determined by comparing the gross weight and the volume weight (the space the items take up in the plane). The larger weight is the chargeable weight.

To calculate the volume weight, multiply the length by the width by height (all in inches) and divide by a dimensional factor.

The volume weight equation is:

Length × *Width* × *Height* ÷ *Dimensional Factor* = *volume weight*

Where the dimensional factor 166 is used for international freight

Or,

Where the dimensional factor 194 is used for domestic freight

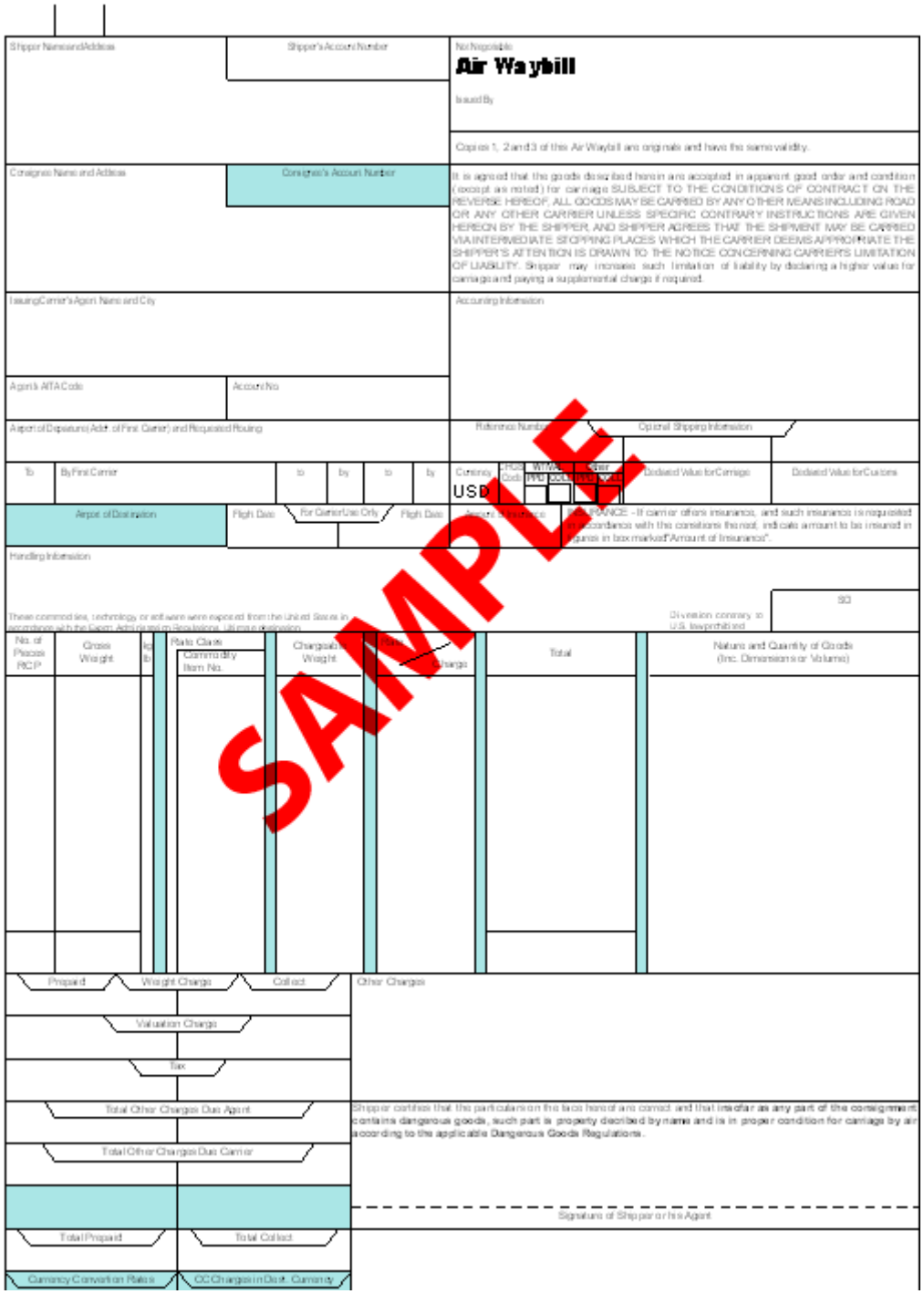
Or,

Any other number defined by the carrier.

- **Rate Class:** This is the rate class for chargeable weight on separate lines.
- **Rate/Charge:** Use the appropriate codes to itemize the rate per charge, for example "M" or "Min" for minimum charge.
- **Total:** This is the total charge or discount for each line entry. If a discount, indicate a total discount with a minus sign.
- **Nature and quantity of goods:** (inc. dimensions or volume): This is a general description of the items and greatest length, width, and height and number of pieces. Indicate if any dangerous goods, live animals, consolidations, etc.

Sample Air Waybill

The following is a sample of an air waybill:

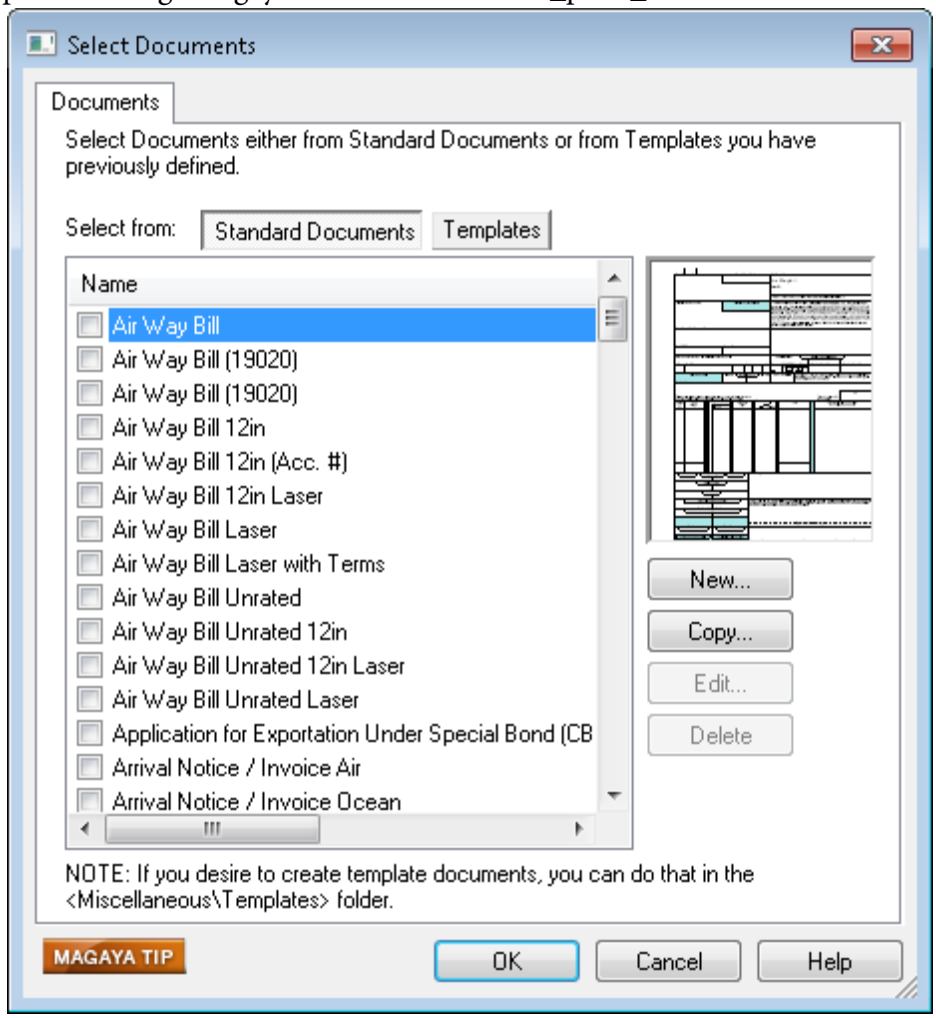

Shipper Name and Address
Shipper's Account Number
Not Negotiable
Air Waybill
Issued By
Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.
Consignee Name and Address
Consignee's Account Number
It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.
Issuing Carrier's Agent Name and City
Accounting Information
Agent's IATA Code
Account No.
Airport of Departure (Addr. of First Carrier) and Requested Routing
Reference Number
Optional Shipping Information
To
By First Carrier
to
by
to
by
Currency
CHGS Code
WT/VAL
PPD
COLL
Other
PPD
COLL
Declared Value for Carriage
Declared Value for Customs
USD
Airport of Destination
Flight Date
For Carrier Use Only
Flight Date
Amount of Insurance
INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".
Handling Information
These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited.
SCI
No. of Pieces RCP
Gross Weight
kg lb
Rate Class Commodity Item No.
Chargeable Weight
Rate / Charge
Total
Nature and Quantity of Goods (Incl. Dimensions or Volume)
SAMPLE
Prepaid
Weight Charge
Collect
Other Charges
Valuation Charge
Tax
Total Other Charges Due Agent
Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.
Total Other Charges Due Carrier
Signature of Shipper or his Agent
Total Prepaid
Total Collect
Currency Conversion Rates
CC Charges in Dest. Currency

Also see: The topic "Due Agent Due Carrier" explains what charges are due to the agent and to the carrier.

AWB Printing and Document Templates

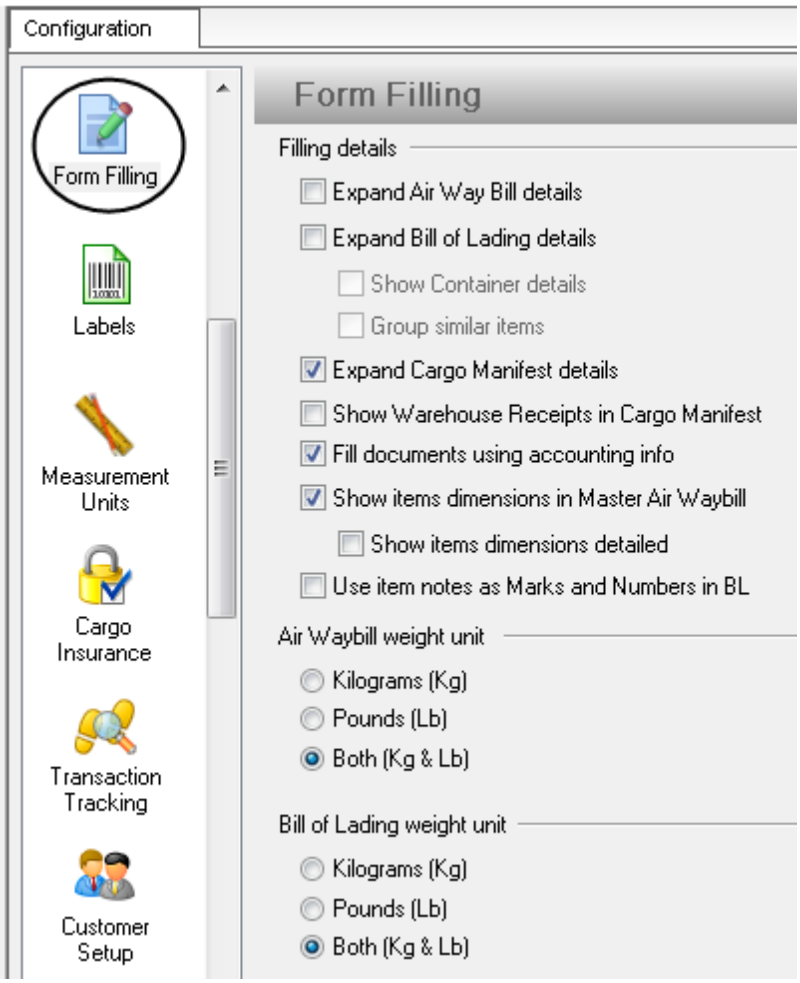
For tips on printing AWBs and learning about the different types of document templates, see the topic "Air Waybill Printing Tips" in the Magaya Knowledge-base:

http://knowledge.magaya.com/?search=AWB_print_errors



Configure Form Filling

Determine what information you want to display in documents, especially the AWB and Bill of Lading. Review the configuration options in the Maintenance folder.



For details on using this Configuration option, see the Knowledgebase topic "Introduction to the Configuration Menu" and the section "Form Filling":

http://knowledge.magaya.com/?search=configuration_menu

This topic is also available as PDF in the *Magaya Software Customization Manual*.

Bill of Lading

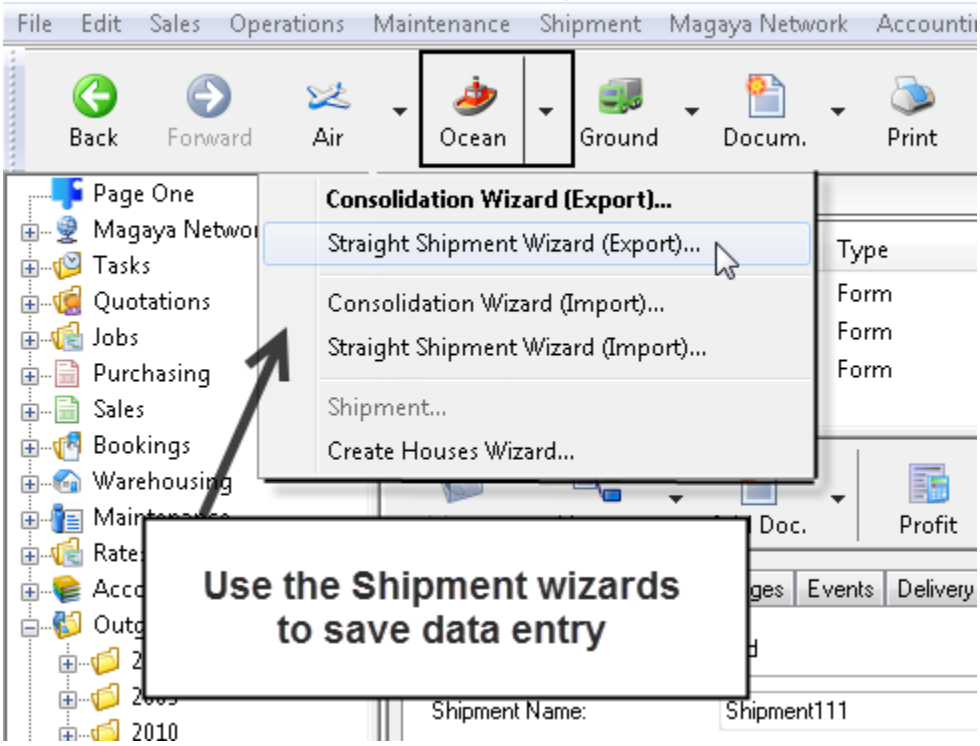
Introduction to the Bill of Lading

A Bill of Lading (BoL or BL) is a contract used by ocean carriers and freight forwarders that lists the transportation related charges. The BL acknowledges that the goods have been received on board. The BL serves as a bill and a contract. There are two types:

- The **Master Bill of Lading** is a contract from an ocean carrier to a freight forwarder. It contains a list of all the goods shipped. The freight forwarder creates the Bill of Lading (BL) and sends it to the carrier who verifies it, assigns a Bill of Lading number to it, and returns it to the freight forwarder. On the Master Bill of Lading, the consignee is the destination agent.
- The **House Bill of Lading** is a contract from the freight forwarder sent to the customer, and it lists the goods for that customer only. On the House Bill of Lading, the consignee is the entity receiving the goods, for example a buyer.

Each type of BL lists marks and numbers (such as container and seal numbers), number of packages, a description of items shipped, routing information and more.

Magaya software fills in the fields with information from the shipment wizards. You can also enter text in the document, but you don't need to.



We recommend using the wizards!

Bill of Lading Fields

The following explains the fields on the Bill of Lading and what information is required in each field.

There are some fields that are different in the Master and in the House BL. These are:

Master: The issuing carrier's name appears on the top of the BL document

House: The freight forwarder or NVOCC's name displays on the top of the document

Exporter:

- Master: This is the freight forwarder name, address, and phone number.
- House: This is the customer's name, address, and phone number (for example, the seller)

Consigned to:

- Master: This is the destination agent (or custom broker, trucker, etc.) name, address, and phone number.
- House: This is the recipient's name, address, and phone number (example, the buyer)

Notify Party/Intermediate Consignee:

- Master: This is the destination agent's name, address, and phone number (or custom broker, trucker, etc. who needs to be notified to pick up goods).
- House: This is the destination agent's name, address, and phone number (or custom broker, trucker, etc. who needs to be notified to pick up goods).

All consignee information is from the Entities tab in Magaya software's shipment wizards and screens.

Issuing Carrier's agent name and city: (the same for Master and House)

- Master: This is the freight forwarder's name and contact information.
- House: This is the freight forwarder's name and contact information.

Document Number: (the same for Master and House)

- Master: This is the booking number. (The carrier assigns the booking number.)
- House: This is the booking number. (The carrier assigns the booking number.)

The Booking number and BL number are from the General tab in Magaya software's shipment wizards and screens.

The Bill of Lading (B/L) Number:

- Master: This number is entered by the carrier when they verify the BL that the freight forwarder sends. After verification, the carrier returns the BL to the freight forwarder. (Also fill in this number on the bottom of the form in the field labeled "B/L Number".)
- House: The freight forwarder generates this number.

Export References:

- Master: Displays the Purchase Order (PO) numbers or invoice numbers.
- House: Displays the MBL number, invoice numbers, PO numbers.

Forwarding Agent: (the same for Master and House)

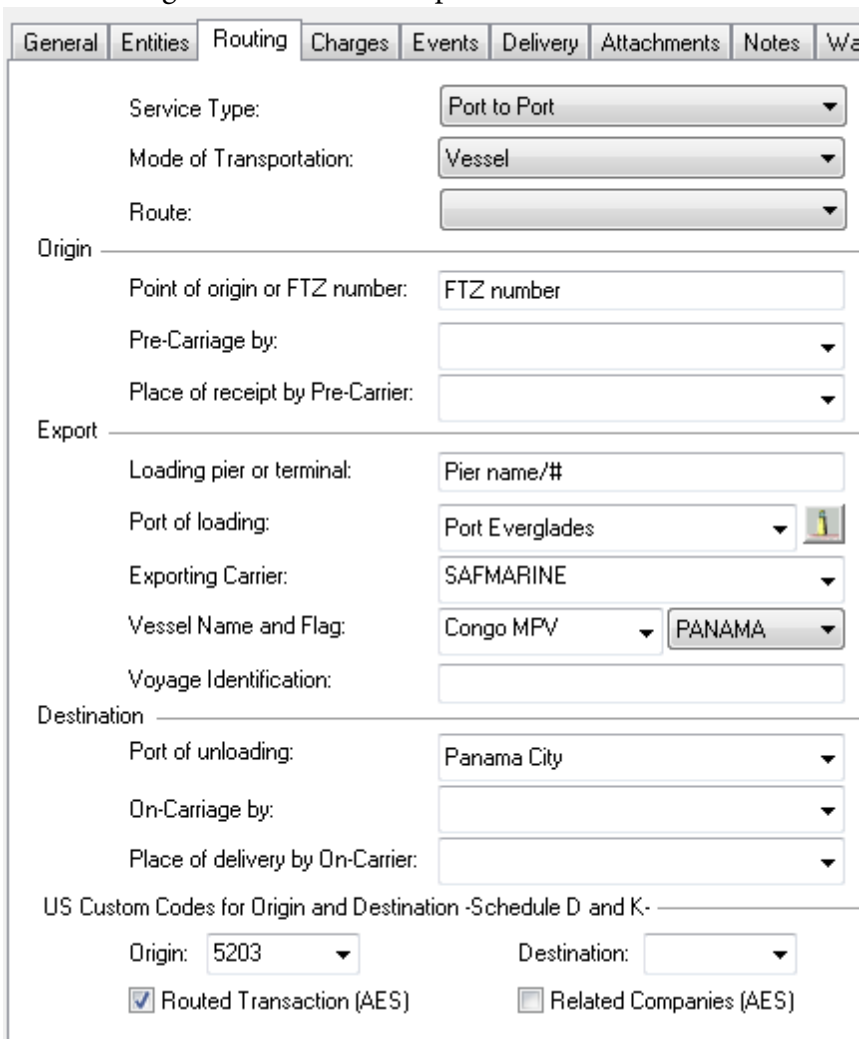
- Master: This is the freight forwarder's name.

- House: This is the freight forwarder's name.

The following fields are the same for the House and Master Bill of Lading:

- **Point (State) of Origin or FTZ Number:** This is the state or Free Trade Zone where the goods originated. (From the Routing tab in Magaya software's shipment wizards and screens)
- **Domestic Routing/Export Instructions:** This field is optional. It can be the destination agent.
- **Loading Pier/Terminal:** Enter the pier and terminal number (or name) where the goods are loaded at the port. (From the Routing tab in Magaya software's shipment wizards and screens)
- **Type of Move:** Enter the mode of transport such as "Vessel"
- **Containerized (Vessel Only):** Mark either Yes or No.
- **Pre-Carriage by:** Enter the name of the pre-carrier (who will move the goods from the point of origin to the port of loading). (From the Routing tab in Magaya software's shipment wizards and screens)
- **Place of Receipt by Pre-Carrier:** The city where the pre-carrier received the goods. (From the Routing tab in Magaya software's shipment wizards and screens)
- **Exporting Carrier:** The vessel's name and voyage number, or carrier name Port of Loading/Export: Enter the name of the port where the goods will be shipped out. (From the Routing tab in Magaya software's shipment wizards and screens)
- **Foreign Port of Unloading (Vessel and Air Only):** Fill in the name of the port where the goods will be unloaded. (From the Routing tab in Magaya software's shipment wizards and screens)
- **Place of Delivery by On-Carrier:** Fill in the name of the destination of the goods. (From the Routing tab in Magaya software's shipment wizards and screens)

Here is the Routing tab for an ocean shipment:



Enter the description of the goods in the following fields:

- **Marks and Numbers:** This is the container number, seal number and Warehouse Receipt number, or any numbers or labels that identify the boxes
- **Number of Packages:** Enter the quantity of packages.
- **Description of Commodities:** Enter a general description of the goods (this is not an itemized list unless required, for example, shipping heavy equipment or vehicles which requires each VIN or item serial number listed individually)
- **Gross Weight:** Weight of goods in kilos and/or pounds
- **Measurement:** Enter the volume in cubic feet or cubic meters

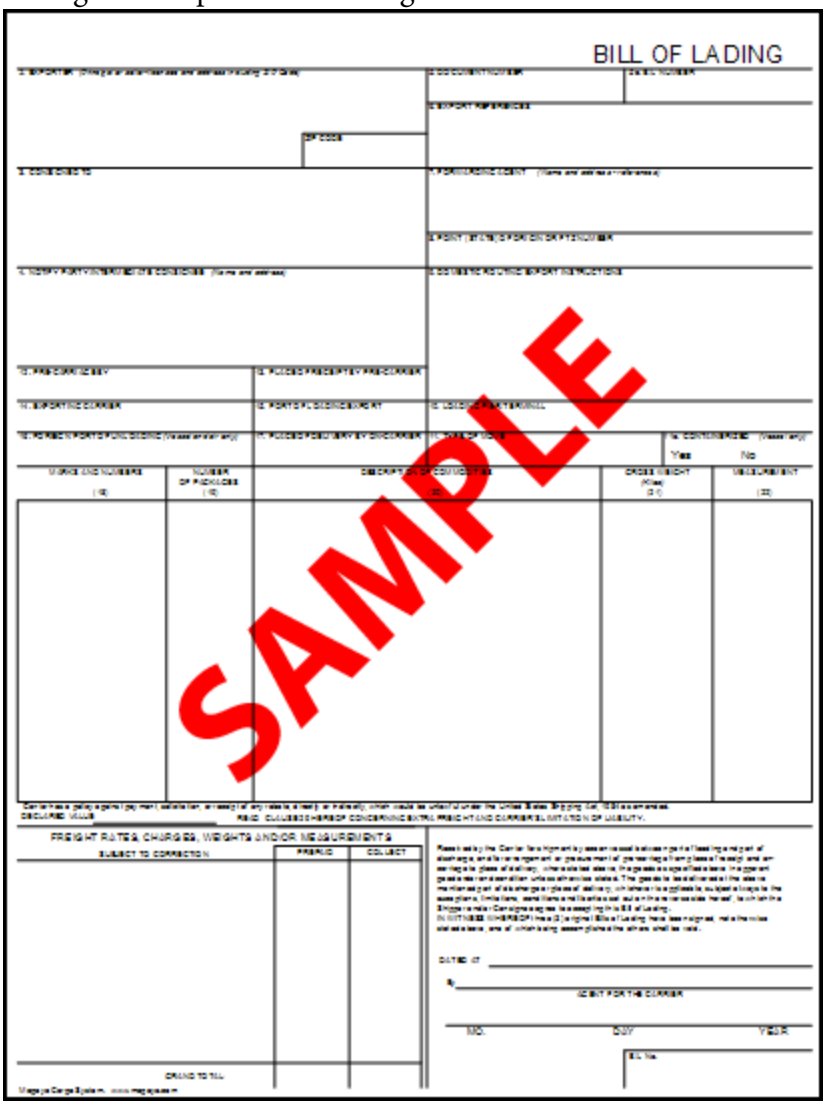
Freight Charges, Weights, and/Measurements: This field is on the bottom of the form. This field lists the charges from the carrier to the freight forwarder. It

pulls data from the Charges tab of the shipment and places them in the appropriate column: Prepaid or Collect. The system calculates the total.

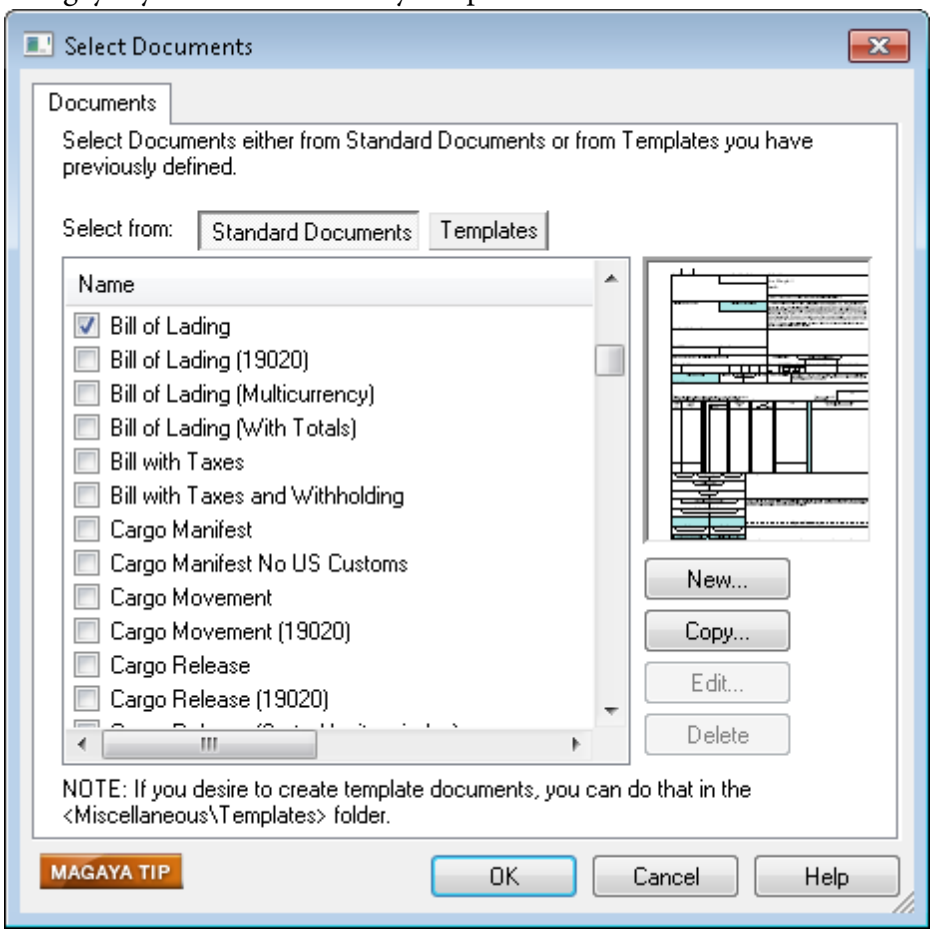
You can print the document to sign it, email it or send it directly from your Magaya system to distribute copies to the appropriate parties.

Sample Bill of Lading Document

The following is a sample Bill of Lading form:



The Magaya system includes many templates to choose from:

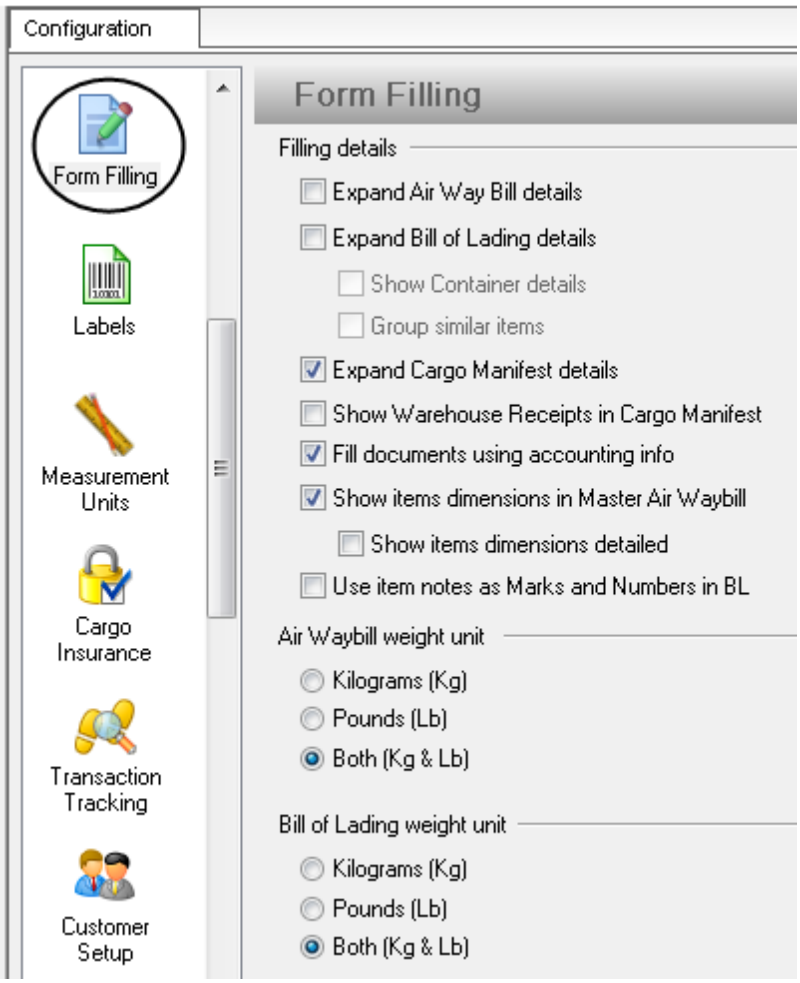


When new document templates are available from Magaya Corporation, you can add them to your system by going to File > Download Document. If you have custom documents, ensure you do not overwrite them by verifying all document names before downloading.

For information on customizing documents, please see the *Magaya Software Customization Manual*, or contact Magaya.

Configure Form Filling

Determine what information you want to display in documents, especially the AWB and Bill of Lading. Review the configuration options in the Maintenance folder.



For details on using this Configuration option, see the Knowledgebase topic "Introduction to the Configuration Menu" and the section "Form Filling":

http://knowledge.magaya.com/?search=configuration_menu

This topic is also available as PDF in the *Magaya Software Customization Manual*.

Chapter 3: Magaya Software Installation

Introduction

This topic explains the system requirements for installing Magaya software, the steps to install the software on a single computer and on a network, a list of what components are installed, steps for uninstalling and for updating the software.

System Requirements

To install Magaya software, each computer must have the following minimum hardware and software requirements:

- 30 MB available on the hard drive
- 512 MB RAM memory (1 GB recommended)

As your database grows, you will need more space.

Magaya software can be installed on any PC with Microsoft Windows® 2000 operating system or higher. This includes:

- Windows XP
- Windows Vista®
- Windows Server® 2003
- Windows Server 2008 64-bit and Windows 7 operating systems

For a network installation, a minimum of 1 GB of memory is required for the server. 2 GB is recommended.

The following port needs to be enabled: Port 6110 TCP for the database server.

Install Magaya Software

Steps to Install on a Single Computer (or Server)

To install Magaya software, first download the installation program and then install the software from that downloaded program.

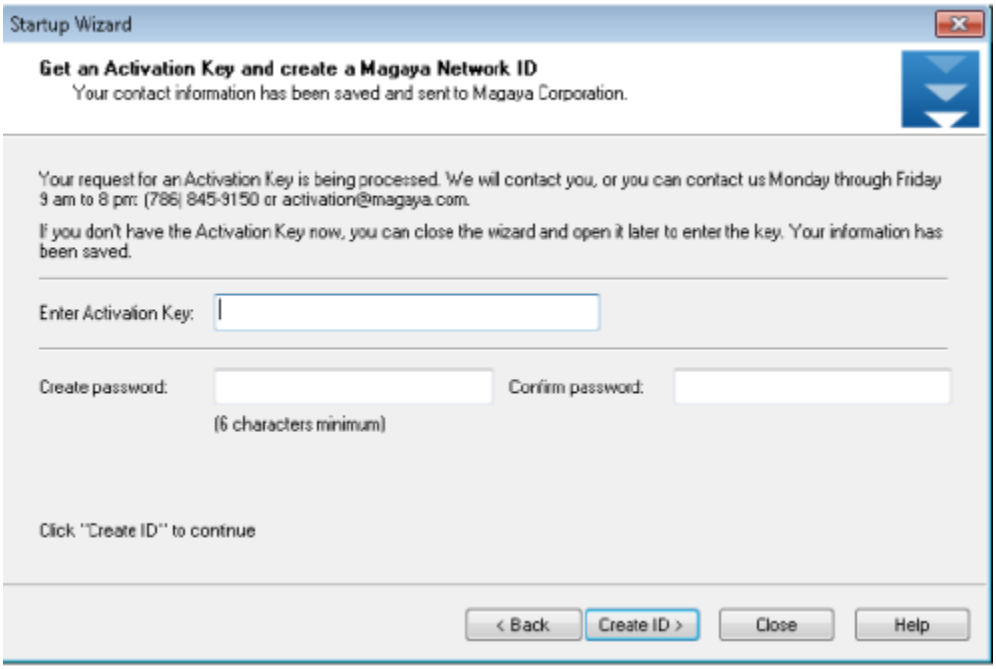
The software can be installed for a single user or installed on a network that connects many users.

The steps for installing any Magaya software on a single computer (or a server) are the same whether the installation is done on a PC, a laptop, or a server in a corporate headquarters or at a web hosting location.

1) **Get the Download Program**: Go to Magaya.com, and fill in the fields on the web registration form. Enter the email address to receive the downloading instructions. **You must use the same email address for the download and the installation processes**.

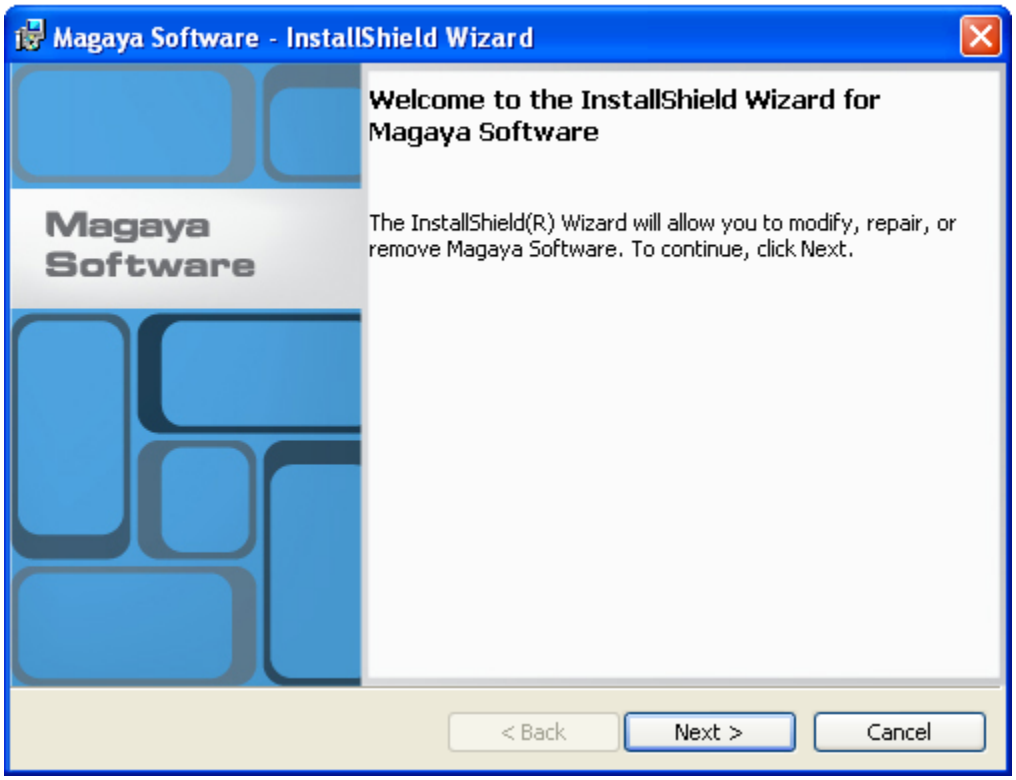
   The registration form is required so that you can receive an Activation Key to use the software and be assigned a Magaya Corporation identification

number (a Network ID) that enables external communication using the Magaya Network.


Startup Wizard
Get an Activation Key and create a Magaya Network ID
Your contact information has been saved and sent to Magaya Corporation.
Your request for an Activation Key is being processed. We will contact you, or you can contact us Monday through Friday 9 am to 8 pm: (786) 845-9150 or activation@magaya.com.
If you don't have the Activation Key now, you can close the wizard and open it later to enter the key. Your information has been saved.
Enter Activation Key:
Create password:
Confirm password:
(6 characters minimum)
Click "Create ID" to continue
< Back
Create ID >
Close
Help

You will receive an email message with instructions and a link to download the Installation Program. The dialog box you see will depend on your operating system. Follow the steps in it to run the program.

2) **Install the Program**: Double-click on the **InstMCS.exe** file to run it. The Installation Wizard screen appears:


Magaya Software - InstallShield Wizard
Welcome to the InstallShield Wizard for Magaya Software
The InstallShield(R) Wizard will allow you to modify, repair, or remove Magaya Software. To continue, click Next.
Magaya Software
< Back
Next >
Cancel

a) Follow the instructions in the wizard.

b) Click the Close (or Finish) button when the setup is completed.

c) Restart the computer if necessary.

d) Double-click on the Magaya Explorer shortcut icon to start the software.

This icon should appear on your desktop. If not, go to your Start menu to find it in the programs list.

You can now log in with the Administrator user name and password.

Recommended Next Steps:

Then follow the configuration steps in the chapter "Initial Software Configuration" to enter your company information and create employee user names and passwords and other set up tasks. To learn

how to navigate the interface, please see the chapter on the Magaya Explorer interface.

Also see the *Magaya Software Customization Manual* on www.magaya.com for more ways to personalize and customize your software. Training videos are also available on the Magaya Software YouTube Channel. If you are installing the software at a large company with employees in different departments, we recommend contacting Magaya Corporation for training to ensure all your employees know how to perform the tasks for their roles.

Steps for Client-Server Installation on a Network

Network installation means to connect other computers (or "clients") to the main computer (server) where you run the Magaya software.

If you have not installed the Magaya software on a main computer (a PC, server, etc.), then install it first. See the steps in the section "Steps to Install on a Single Computer (or Server)".

For better performance, it is recommended that the IP address of the server computer is set as static.

The network can be a local network or a corporate network via VPN. These steps are for the client side of the client-server installation.

Follow these steps for each computer (or workstation) that will run the Magaya software:

1) Install the software. See the steps in the section "Steps to Install on a Single Computer (or Server)".

2) Open Windows Explorer on the workstation.

3) Locate the server computer. The workstation must have access to the server computer over the network. If not, you must share the Magaya installation folder at the server computer in Read Only mode.

4) Access the shared directory where the Magaya software is installed.

5) Locate the SetupClient.exe file under the Magaya software directory on the server computer.

6) Double-click on the SetupClient.exe file. A dialog box appears showing the steps for the workstation installation process.

7) Click Install.

8) When the setup is finished, click Close. A shortcut icon to the Magaya Explorer is created on your desktop.

9) Double-click on the Magaya Explorer icon to access the Magaya software.

Perform the steps above to install the Magaya software for all the workstations that will run the Magaya software.

Terminal Services Installation

The Terminal Services set up consists of clients (computers) connected to the server, and the application runs on the server.

1) Install the software. See the steps in the section "Steps to Install on a Single Computer (or Server)".

2) Copy the shortcut icon for the installation you just did and put the copy onto the desktop of each user.

   The software is ready for the user.

Software Components Installed

When you install Magaya software, the following are installed:

- **Magaya Explorer:** This is a Windows Explorer-look-a-like program that allows you to manage all the data with a familiar interface. As part of the installation process, Magaya software creates a desktop icon of the Magaya Explorer for you:

- **Magaya Document Editor:** This program allows you to enter data on forms. Its most common use is inside the Magaya software, but you can use it as an independent program to create and save to file your forms outside of the Magaya software. ***NOTE:*** *When you use the Magaya Document Editor directly to create forms, the information is not stored in your database.*

- **Magaya Communication Server Agent:** This runs as a service (CS.exe) and allows you to log into the Magaya Network system, share data among other companies using Magaya software, send documents via email, and let your clients track their transactions in real time. To interact with the

server, you use the Magaya Communication Server Agent. A Magaya Communication Server Agetn icon is displayed on your taskbar. To manage the Magaya Communication Server Agent, right-click on the icon:

- **Magaya Database Server Agent:** The Magaya Database Server agent should always be running to allow you access to the data across the network and/or locally. This runs as a service. It is called MagayaDb.exe (for 32-bit operating systems). Also installed is MagayaDb64.exe for 64-bit systems. For information on managing the performance of the database, see Chapter 8 in the *Magaya Software Customization Manual*. Access the administration dialog box of the Magaya Database Agent by right-clicking the icon on the task bar:

- **Magaya Document Designer**: The Magaya Document Designer enables you to customize many documents in Magaya Explorer. It gives you tools to create custom fields, insert images, code JavaScript, and more.

These software components are on your computer under All Programs > Magaya Software.

Update Magaya Software

To update your Magaya software, perform the following steps. **NOTE**: When updating to a new version, familiarize yourself with the new features, especially new permissions and roles because these may change how employees access functions. New features are announced in the newsletter and on Magaya.com.

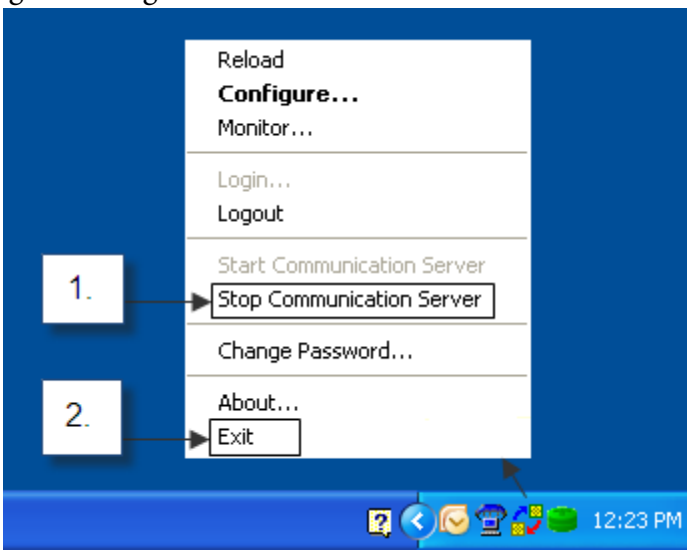
CAUTION: *Follow these steps in this order.*

1) **Ensure all users are logged off the Magaya system**.

2) **Backup your data**. (via the Magaya Database Server Agent. For details on backing up data, see the *Magaya Software Customization Manual*.)

3) Stop the Magaya Communication Server Agent by right-clicking on the icon in the taskbar and selecting “Stop Communication Server”.

Then right-click again and select “Exit”.

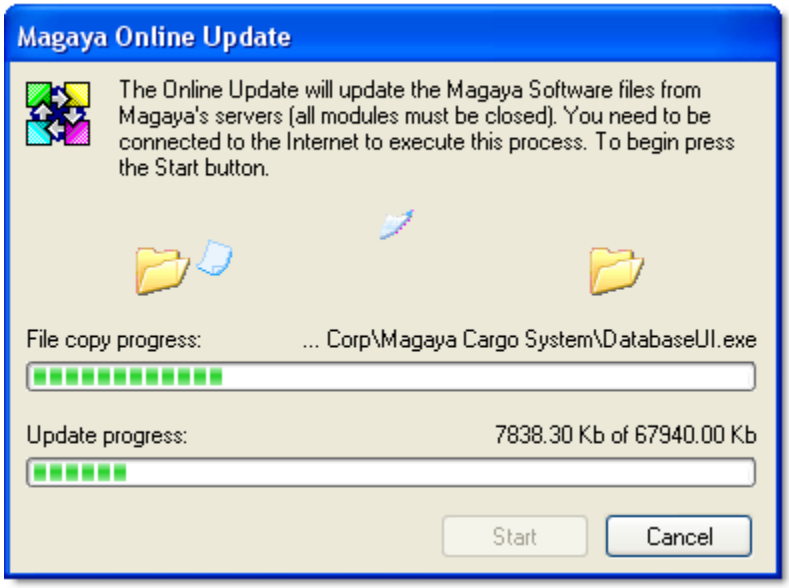


4) Right-click on the Magaya Database Server Agent icon and select “Stop Database Server”.

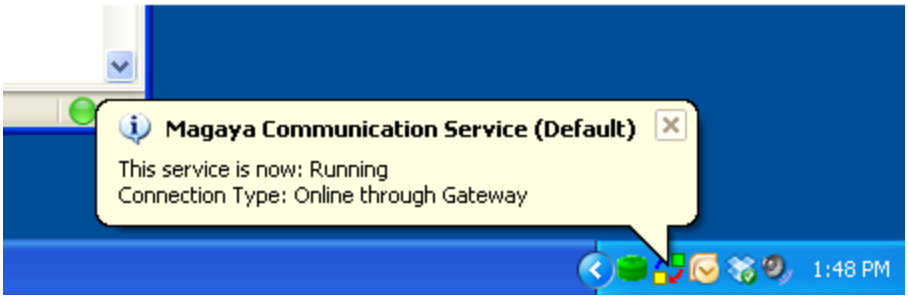
Then right-click again and select “Exit”.

5) Go to the Magaya software installation folder and double-click on the **OnlineUpdate.exe** file to run the file. This is the icon:

6) Click “Start” in the Online Update window to start the update.


Magaya Online Update
The Online Update will update the Magaya Software files from Magaya's servers (all modules must be closed). You need to be connected to the Internet to execute this process. To begin press the Start button.
File copy progress:
... Corp\Magaya Cargo System\DatabaseUI.exe
Update progress:
7838.30 Kb of 67940.00 Kb
Start
Cancel

7) When the update is complete, the Magaya Database and Magaya Communication services will start.



8) Restart the computer (or server) to apply the update.

   Then the update will be active on all the computers in your company that run Magaya software. When the user logs in again, the new version will run.

If you receive a message stating that you need to restart your server, follow these steps:

1) Click OK on the message notifying you that the Communication Server cannot connect to the Database. (It will run in the next step.)

2) Click on the Magaya Cargo Explorer icon on your desktop.

3) Type "Yes" in the field that asks if the backup was done. Now the Communication Server will be able to connect to your database.

4) Click on Start and go to All Programs > Magaya Software > Magaya Communication Server to manually start the Communication Server. The server computer has now been updated to the latest version.

If you are running an older version of the software, the system may alert you if you need the installation of the XML. Click the OK button and the system will automatically perform the installation. After that process, computer is ready to use the latest version.

If you have any questions or encounter any problems doing the update, please contact Technical Support by phone at (786) 845-9150 or online at Magaya.com

Note: There is a video on the Magaya.com Learning Center webpage that shows you how to perform an online update.

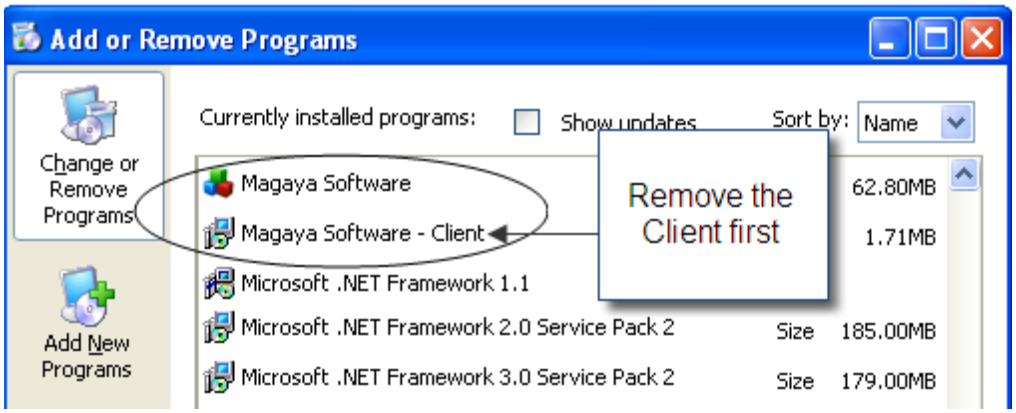
Uninstall Magaya Software

To uninstall Magaya software (and the Magaya software client), follow these steps:

1) Go to the Control Panel.

2) Double-click "Add/Remove Programs".

3) Select "Magaya Software - Client" and click "Remove". If any programs are open, the system will tell you. *Note*: Be sure to remove the Magaya Software Client first according to these steps.



4) Select "Magaya Software " and click "Remove".

5) Click "Close" when finished.

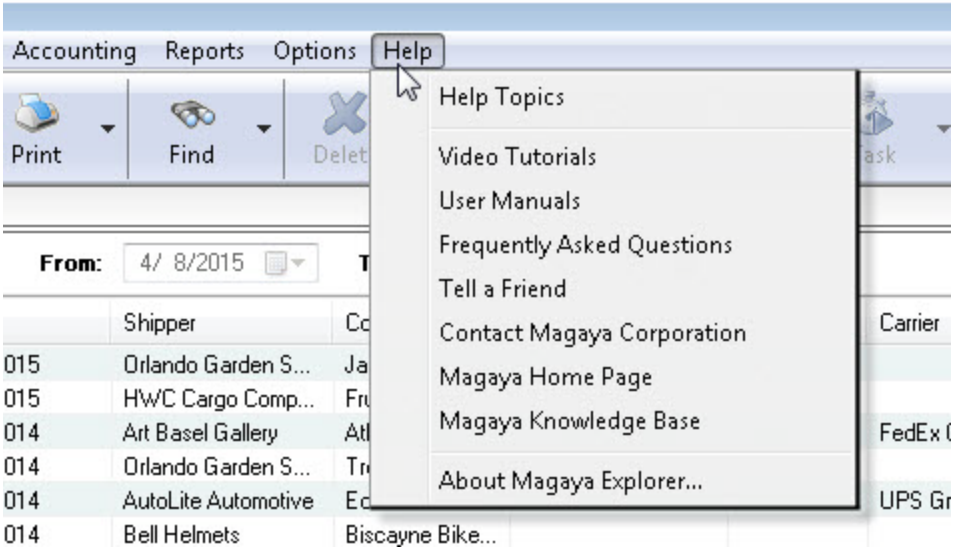
Contact Magaya Help

If you have any questions or require assistance, please contact Magaya at:

Phone: (786) 845-9150

Email: support@magaya.com

Click the **Help menu** in the top toolbar of your software to access resources such as videos, user manuals, the Knowledgebase, and more.



Tips and suggestions are available in Magaya software on dialog boxes and other locations in the software program. Click on the "Magaya Tip" button to access resources such as how-to articles and videos. It is recommended to leave this on, but if you want to turn it off go to: the Maintenance folder > Configuration > General.

This user manual and others are available from the Magaya website: www.magaya.com Learning Center page.

Video tutorials are on www.magaya.com and on YouTube.com

Next Steps

To get started using the software, you can begin creating transactions or enter some of your company data to customize the software and documents to your needs. See this manual for more on initial configuration and navigating the user interface.

We also recommend reading Chapter 8 in the *Magaya Software Customization Manual* which provides information about customizing the software to your needs, especially useful for systems administrators and managers.Database admin topics include:

- Creating backups of your Magaya database
- Improving database performance
- Server authentication

Chapter 4: Initial Software Configuration

Introduction to the Startup Wizard

In this section you will learn how to set up your Magaya software after you install it. You will learn how to use the Startup Wizard to set up your company information and the Accounting Wizard to set up your accounting information, how to make changes to information, how to set employee permissions and access to the different functions in the software.

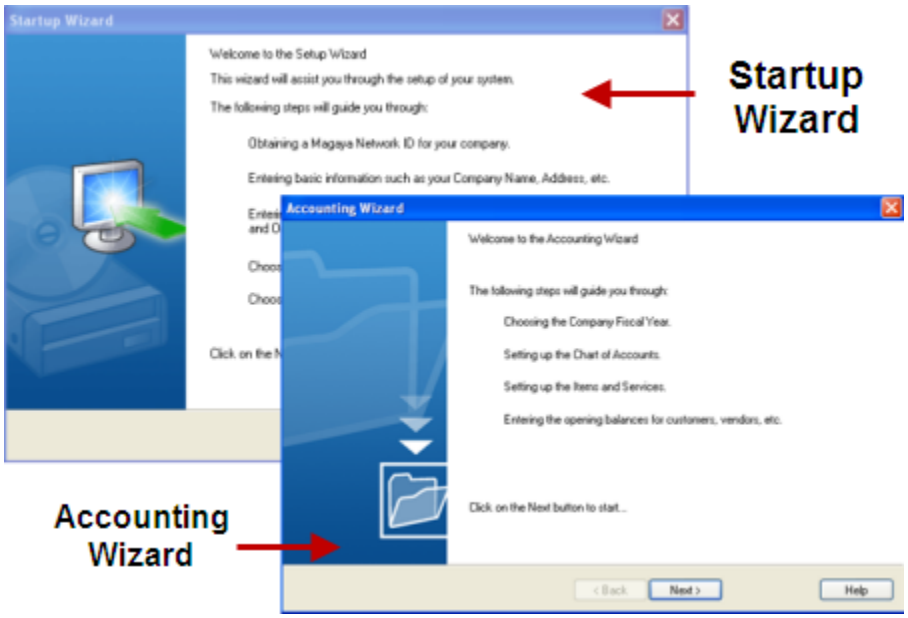
Magaya software uses wizards to help you set up information about your company, your customers, and other details. The information is saved and made available for performing tasks such as creating Warehouse Receipts, invoices, shipping documents and other transactions.

Also see Chapter 5 of this manual for a description of the Maintenance folder and entering your company information there.

Why Use the Wizards?

Using the wizards helps you save time because the information is automatically placed in documents such as Warehouse Receipts, shipment documents, bills, and Cargo Releases. You do not need to retype your address, your customer's address, etc. each time.

Options: You can begin working with the Magaya software without using the Startup Wizard or the Accounting Wizard. You can enter information as you work, and the software will save it.


Startup Wizard
Welcome to the Setup Wizard
This wizard will assist you through the setup of your system.
The following steps will guide you through:
Obtaining a Magaya Network ID for your company.
Entering basic information such as your Company Name, Address, etc.
Startup Wizard
Accounting Wizard
Welcome to the Accounting Wizard
The following steps will guide you through:
Choosing the Company Fiscal Year.
Setting up the Chart of Accounts.
Setting up the Items and Services.
Entering the opening balances for customers, vendors, etc.
Click on the Next button to start...
Accounting Wizard
Next >
Help

How to Make Changes to Information You Enter

When you enter information in the Startup Wizard such as carriers and ports you use frequently, the details are saved in the Maintenance folder.

You can edit the information by opening the Startup Wizard or Accounting Wizard at any time. You can also make changes by clicking on the Maintenance folder or the Accounting folder. You can also make changes "on the fly" as you work.

To make changes to information in the Maintenance folder or Accounting folder:

1) Expand the folder by clicking on the plus sign.

2) Select a subfolder for the transaction you want to modify (examples: Carriers or Invoice List). A list of the transactions appears in the viewing pane.

3) Select the transaction you want to modify (such as a carrier name or the invoice). *Tip: You can double-click on the transaction to open it.*

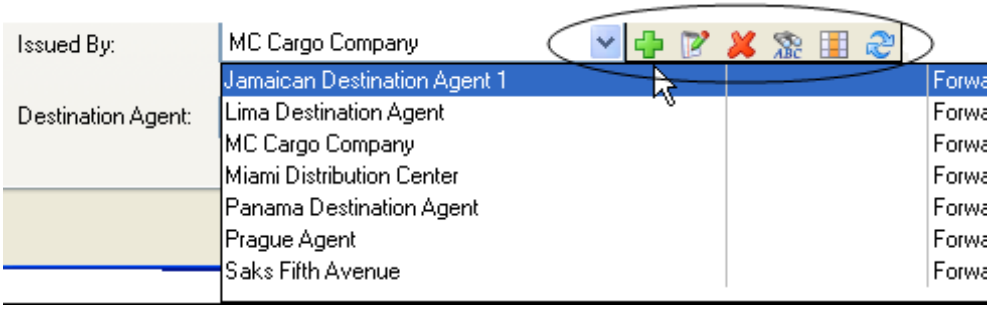
4) Click on the Edit button on the toolbar. A dialog box opens.

5) Edit the information you need to change by typing in the fields. Click on the tabs in the dialog box to see the fields on each tab.

6) Click the OK button to save the changes and exit the dialog box.

To make changes to information as you work in a dialog box:

1) Click on the dropdown arrow in the field you want to change.



2) Select the option on the toolbar that displays in the dropdown menu: Add (green plus sign), Edit (notepad with pen), and Delete (red x), Browse (binoculars), Sort Columns (grid), and Refresh (blue arrows).

   NOTE: *The buttons look the same as on the other toolbars in Magaya Explorer.*

3) Make changes.

4) Click the OK button to save the information and exit the dialog box.

5) Continue with your initial transaction or task.

NOTE: *Many of the fields in the dialog boxes are optional. For example when you create a Warehouse Receipt, you may not know who the ultimate consignee is, so you can leave the Consignee field blank. The software will tell you if a field is required.*

Startup Wizard

Introduction

The Startup Wizard enables you to enter the information about your company such as your address and phone numbers, select carriers and ports you use frequently, set the currency, and other information. It opens automatically after you download Magaya software.

Running the Startup Wizard when you first download the software for the first time is required because it contains a screen to enter an Activation Key which is

necessary to use the software on a trial basis or when purchasing it. The Activation Key is obtained from Magaya Corporation. When you run the Startup Wizard and enter your email address, that information is sent to Magaya Corporation. A Magaya Logistics Advisor will contact you with the Activation Key. The Startup Wizard cannot be completed without it because it will connect you to the Magaya Network via a Magaya Network ID code that the system will assign after the Activation Key has been entered.

Tip: Entering this information in the Startup Wizard now saves time later because this information will be saved in the Magaya software and is automatically placed in documents such as Warehouse Receipts, shipment documents, and Cargo Releases.

Begin the Startup Wizard

When you are in your Magaya Explorer, open the Startup Wizard by clicking "File > Startup Wizard."

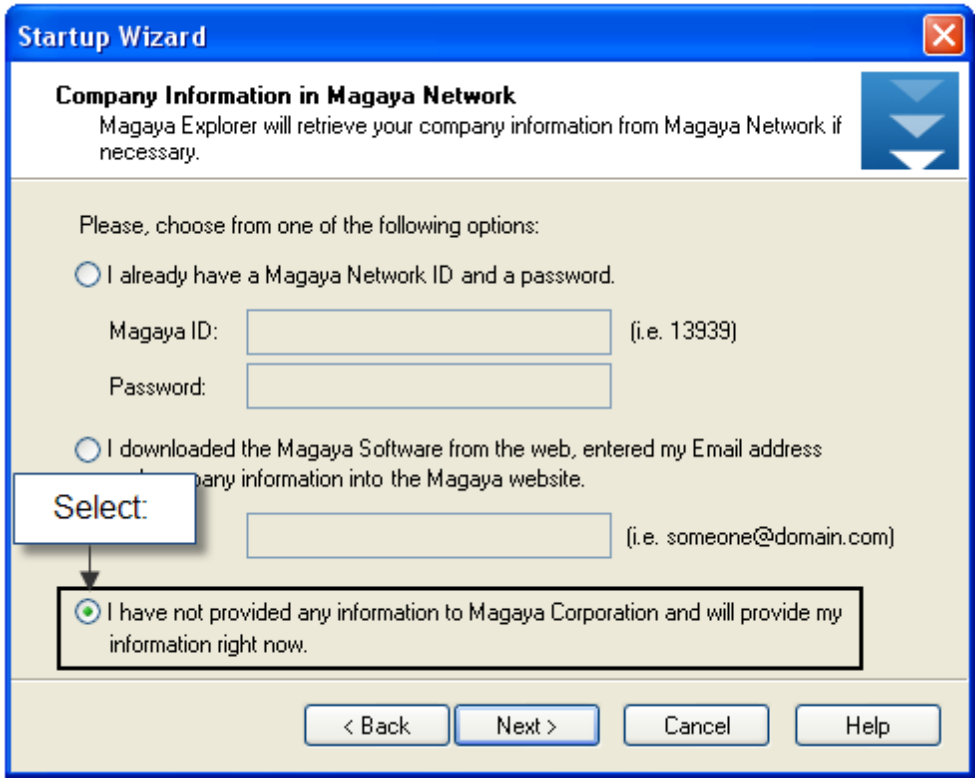
If you are using the Startup Wizard for the first time, some of the screens may look different from the ones shown here. Each screen has instructions; follow the prompts. If you have any questions, please contact Magaya Tech Support by phone or via the email form on Magaya.com.

Need another License? If you already have Magaya software and need an additional license, please contact your Magaya Logistics Advisor. You do not need to download the program again.

In the wizard, fill in or edit the information in the screens beginning the first screen which presents the options for the Magaya Network.

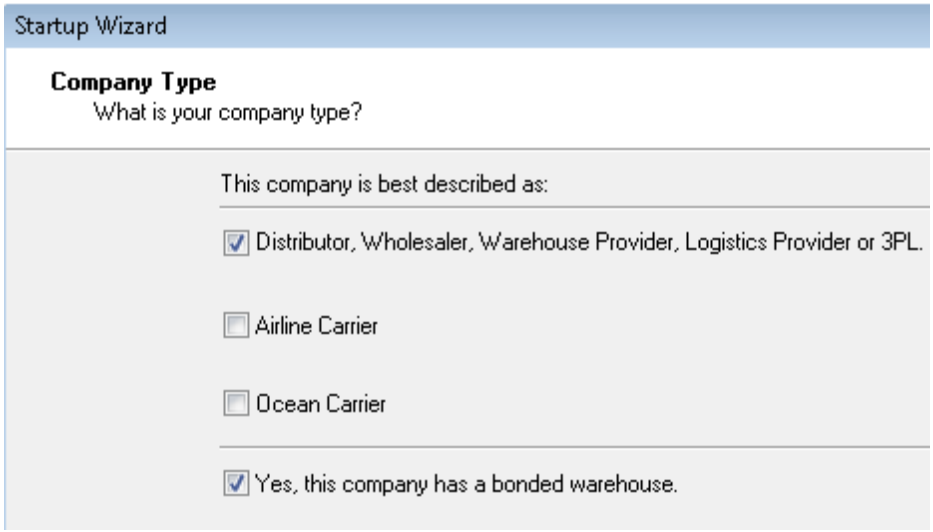
Make your selection depending on if you downloaded the software from the Magaya website or if you received the installation file from a Magaya employee.

This example illustrates the option "I have not provided any information to Magaya Corporation and will provide my information right now." This will show you how to enter your information.

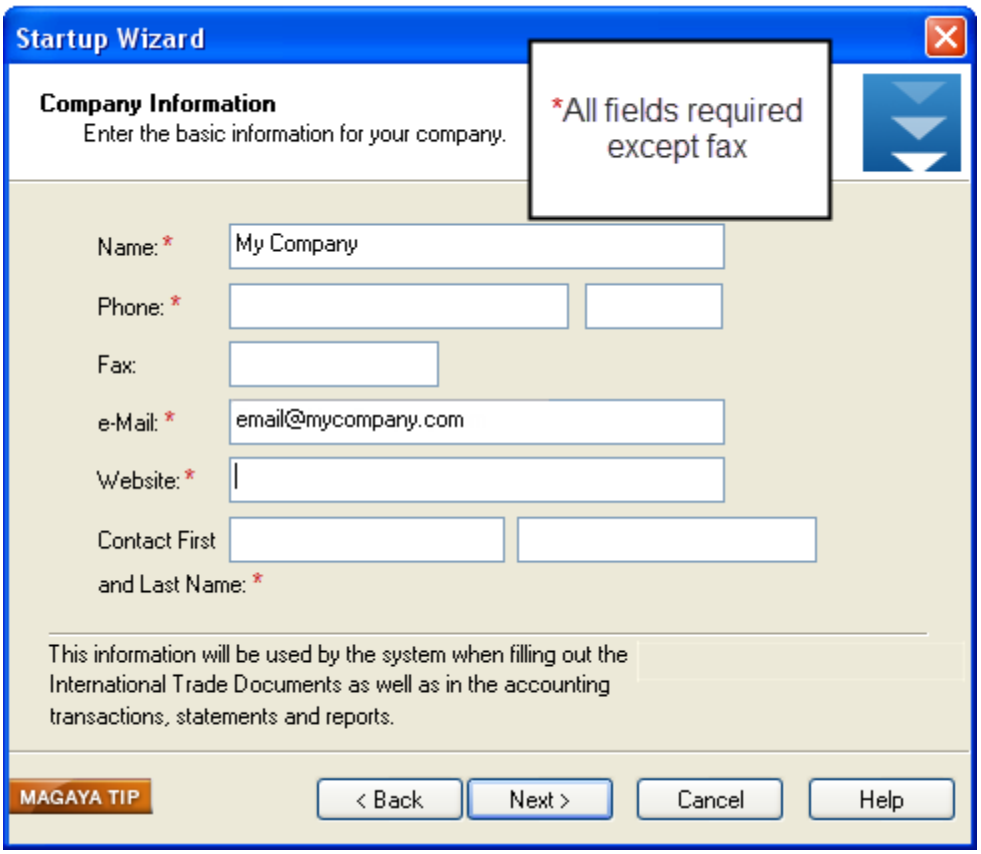

Startup Wizard
Company Information in Magaya Network
Magaya Explorer will retrieve your company information from Magaya Network if necessary.
Please, choose from one of the following options:
I already have a Magaya Network ID and a password.
Magaya ID:
(i.e. 13939)
Password:
I downloaded the Magaya Software from the web, entered my Email address
any information into the Magaya website.
Select:
(i.e. someone@domain.com)
I have not provided any information to Magaya Corporation and will provide my information right now.
< Back
Next >
Cancel
Help

Remember! If you select the second option, use the email address that you used on the Web registration form!

In the next screen, select your company type.


Startup Wizard
Company Type
What is your company type?
This company is best described as:
Distributor, Wholesaler, Warehouse Provider, Logistics Provider or 3PL.
Airline Carrier
Ocean Carrier
Yes, this company has a bonded warehouse.

All fields are required except the fax.



Additional Screens: Enter information in the following screens by following the prompts and clicking the "Next" button to move to the next screen.

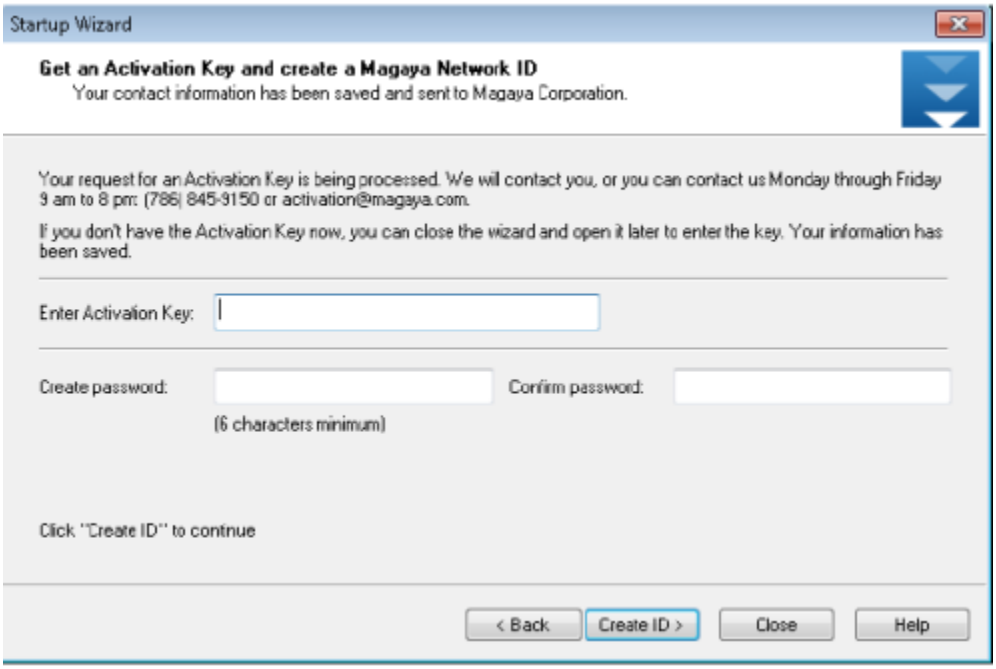
- Company address
- Company codes for IATA, SCAC, TSA, etc. The system automatically connects to a Web service and retrieves the current codes.
- Currency your company uses as its "home" currency and any others used

Note: You can skip these screens and enter the details later. For more details on filling in these screens, please see the section "Additional Startup Wizard Tips."

Activation Key:

The system will ask you to enter an Activation Key. Please contact Magaya Corporation during office hours in your U.S. region Monday through Friday to

get the code, or a Magaya Logistics Advisor will call you within the next 24 hours or the next business day, depending on your time zone.


Startup Wizard
Get an Activation Key and create a Magaya Network ID
Your contact information has been saved and sent to Magaya Corporation.
Your request for an Activation Key is being processed. We will contact you, or you can contact us Monday through Friday 9 am to 8 pm: (786) 845-9150 or activation@magaya.com.
If you don't have the Activation Key now, you can close the wizard and open it later to enter the key. Your information has been saved.
Enter Activation Key:
Create password:
Confirm password:
(6 characters minimum)
Click "Create ID" to continue
< Back
Create ID >
Close
Help

You can exit the wizard at this step, and all the information you entered will be saved. You can continue the wizard later by double-clicking the Magaya Explorer icon that the system saves on your desktop.

When you receive the Activation Key, open the Starup Wizard again and enter it into the field.

Create a Password:

In this screen you will also create a password. The password must be a minimum of 6 characters. Any letter or number combination will be valid.

Generate Magaya Network ID:

Then click the “Create ID” button. Wait while the system generates a number and fills in the field. *Note*: This will be your Magaya Network ID number. We recommend making a note of all the information in this screen for your records.

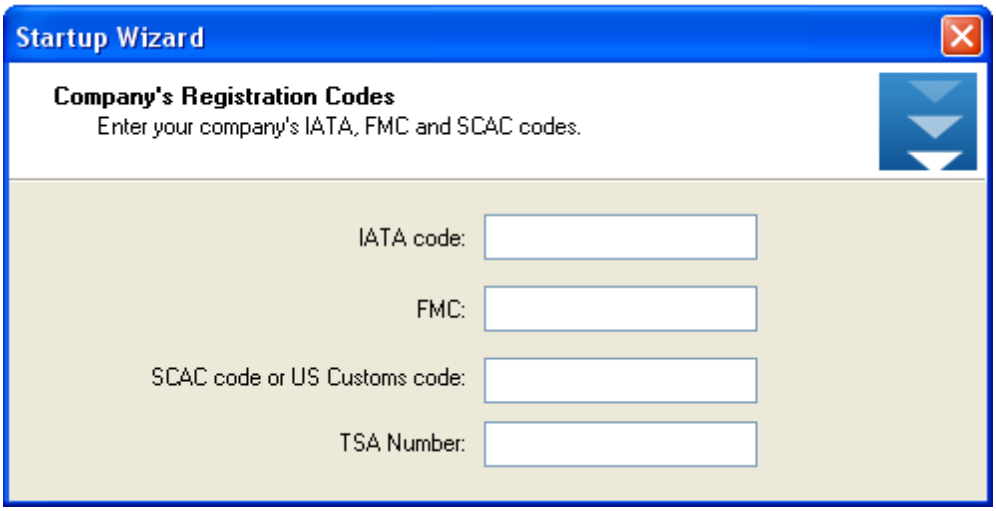
The next screen completes the Startup Wizard. Click “Finish.” The system is now ready to use.

We recommend launching the Accounting wizard from the “File” menu next. Details and tips for getting started are available in the *Magaya Cargo System Operations User Manual*.

Additional Startup Wizard Tips

This section explains the fields in the Startup Wizard such as Customs codes and how to select carriers and ports.

This screen saves your company's codes so you do not have to enter them every time you create a shipping transaction.



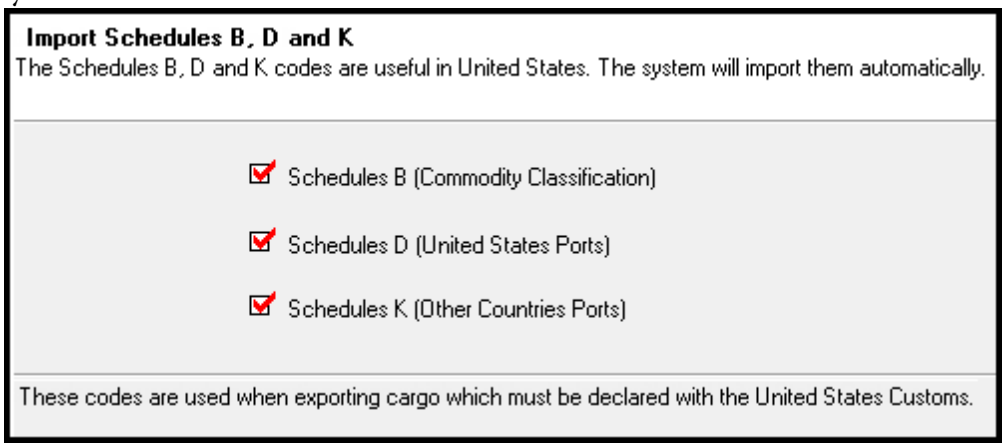
- IATA code (International Air Transport Association): a 3-digit alpha-numeric code used to identify airline carriers.
- FMC code (Federal Maritime Commission): The FMC regulates ocean commerce and shipping laws for ocean-borne transportation in the foreign commerce of the U.S.
- SCAC (Standard Carrier Alpha Code) or US Customs code: The SCAC code is a 4-digit alphabetic code used to identify ocean and/or land carriers.
- TSA number: Transportation Security Administration number

In the Currency screen:

Select the currency that you use (the local, home currency). If your company uses more than one currency, it is necessary to click in the box "Yes, my company works with more than one currency." This will allow you to set up those currencies in the Configuration section of the Magaya software. (*Tip*: Setting your local, home currency will make it easier to calculate your taxes in your home country.)

Importing the Schedule B, D, and K codes:

The system connects to a Web service and imports the latest codes into your system:


Import Schedules B, D and K
The Schedules B, D and K codes are useful in United States. The system will import them automatically.
Schedules B (Commodity Classification)
Schedules D (United States Ports)
Schedules K (Other Countries Ports)
These codes are used when exporting cargo which must be declared with the United States Customs.

- Schedule B codes identify various products (the codes are also known as Commodity Classification or 10-digit HTS codes).

  NOTE: *After completing the wizard, you can also add Commodity Classifications in the Commodity Classification subfolder under the Warehousing folder for commodities you work with frequently.*

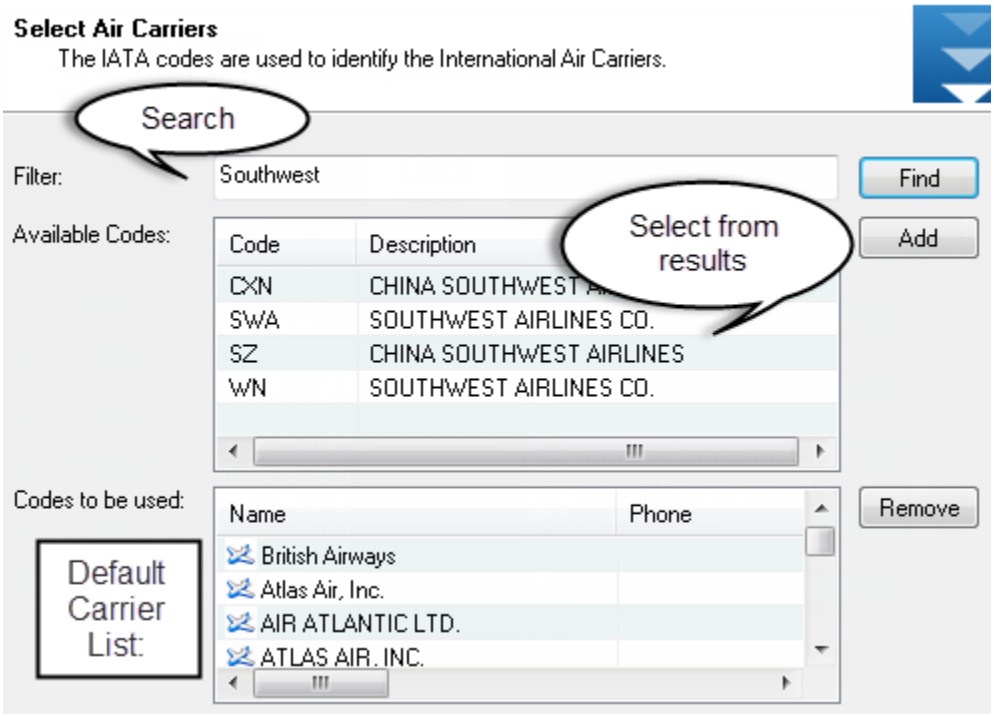
- Schedule D codes identify ports in the U.S.
- Schedule K codes identify ports in other countries.

Note: When a new release of Magaya software is available, the latest code information is added when you update your system. All existing data is saved.

Select Carriers:

In the screens to select carriers, scroll through the list to find a carrier you use frequently. Select it from the results, and click the "Add" button.

If you don't see a carrier in this list, you can add it to your Carrier List later. To search in the list, enter a keyword and click "Find."



The Ports screen works the same way, enabling easy searching. It displays the country of your company as entered in your profile.

The lists of carriers and ports can be modified at any time by going to the Maintenance folder. There is an existing list of ports you can select from, or you can manually add your own ports to the list. You can also add more carriers in the Maintenance folder > Carriers.

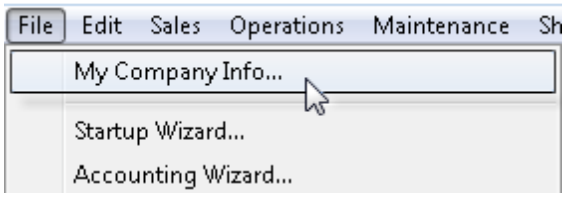
Tip: You can edit the information by opening the Startup Wizard at any time by clicking on File and selecting Startup Wizard. You can also edit information as you work in dialog boxes by clicking the dropdown menu next to the field you want to change. Select the button you need on the toolbar that appears.

How to Use the My Company Info Dialog Box

You can use the **My Company Info** dialog box to enter information about your company information such as address and contact information. (*Option*: The

same information can be set up in the Startup Wizard except for multiple addresses.) This information will be used in documents in the system.

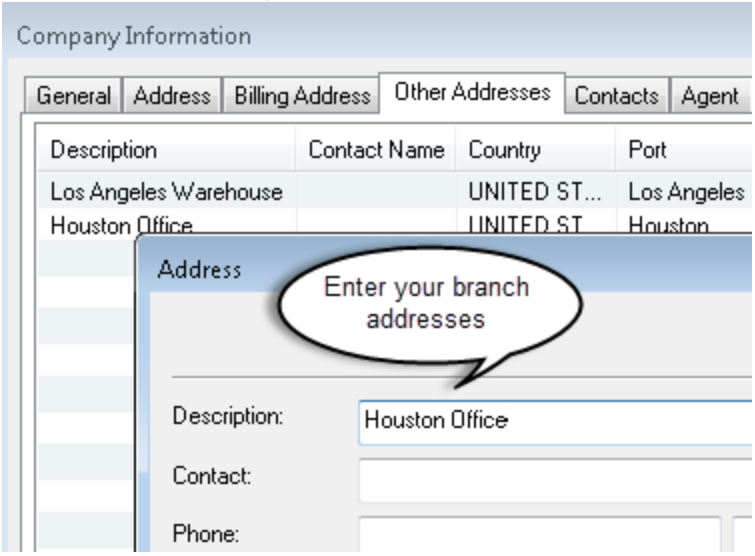
1) Go to "File" and select "My Company Info."



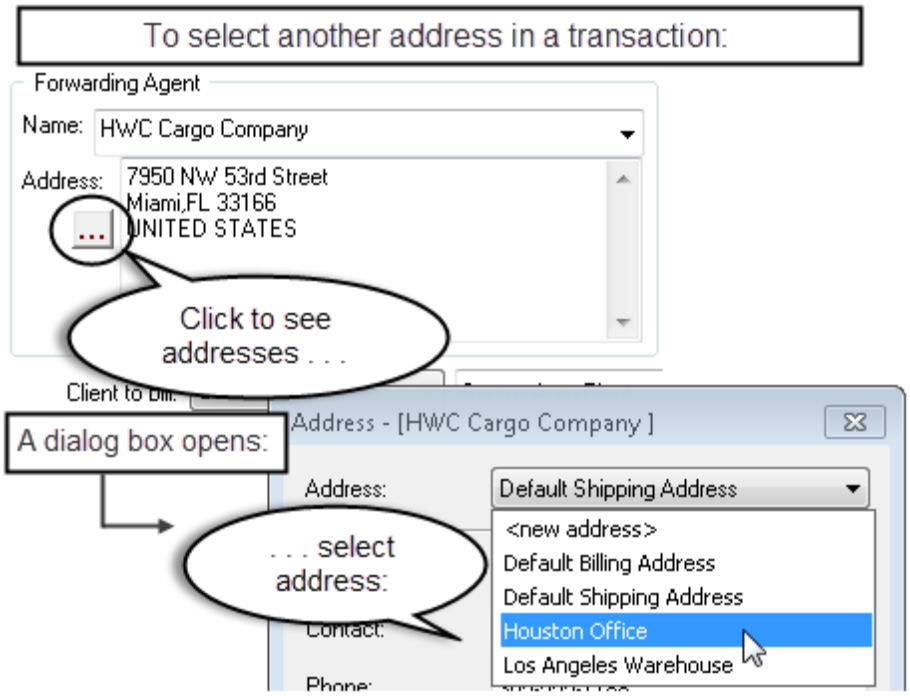
2) Enter information in the fields on the tabs such as phone number, website, and address(es). Most of the fields are optional.

3) Click the OK button to save the information and exit the dialog box when done entering information on all the tabs that apply.

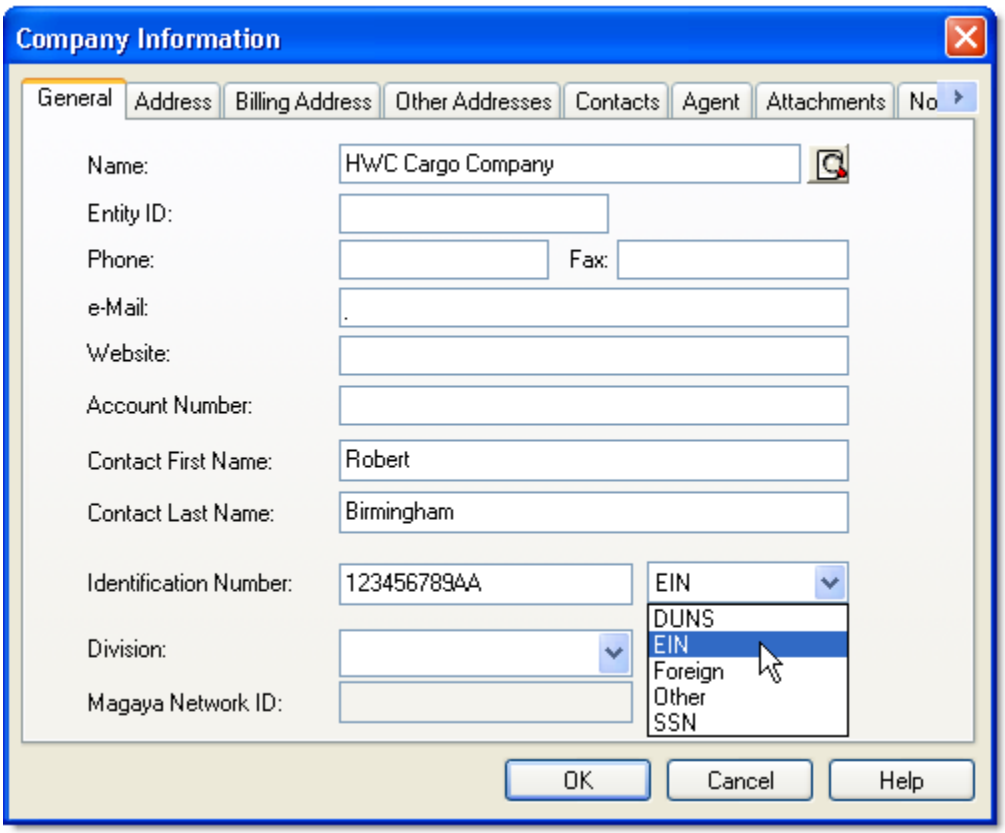
The My Company Info dialog box offers you a place to add your company address and other addresses if you have additional offices in other locations.



Then you can select from the address list in transactions such as the Entities tab of a shipment:



Let's look at the first tab of the My Company Info dialog box, the General tab.



On the General tab:

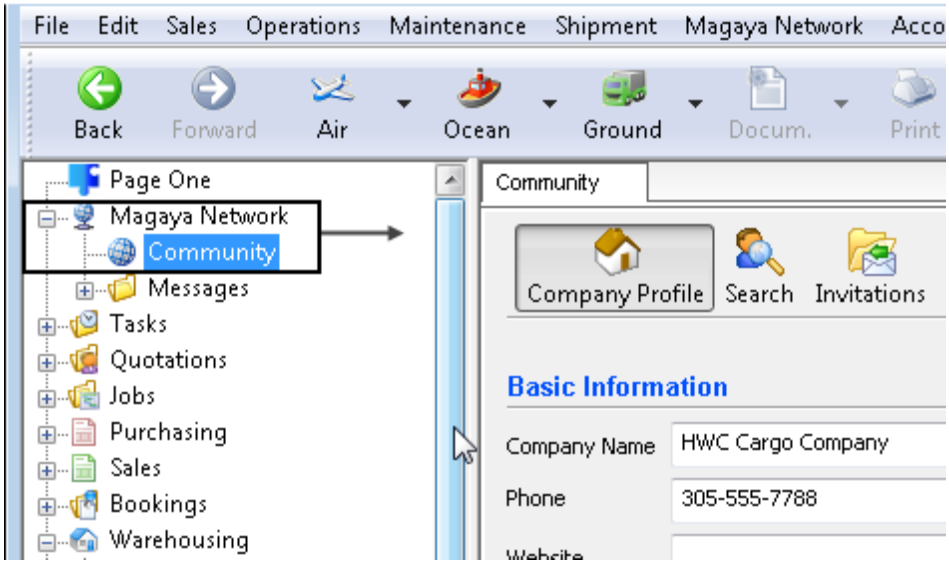
- The Identification Number can be any of the choices available in the drop-down such as DUNS, Employee Identification Number (EIN) etc.
- The Magaya Network ID is automatically filled in.

Contacts: Add individuals here who are interested parties that you will send transactions to or need to notify. When you click the "Email" button, the names will be included in "To" field of the email. The names will be saved in the Contacts list of the Maintenance folder. Right-click a name for options.

On the **Agent tab**, enter codes such as your IATA, FMC, SCAC, and TSA numbers. These codes will be filled into Customs documents and others in the system if they are required.

To save data, click the "OK" button. You can return to the My Company Info dialog box at any time to add or change information as needed.

Note: Your company name and address will also be filled into the Magaya Network Community company profile. You can change or add information to publish the profile on the Magaya Network so you can connect with other 3PLs or agents, and they can contact you to partner with you for shipping and more. For more details, see the *Magaya Software Communications Manual*.

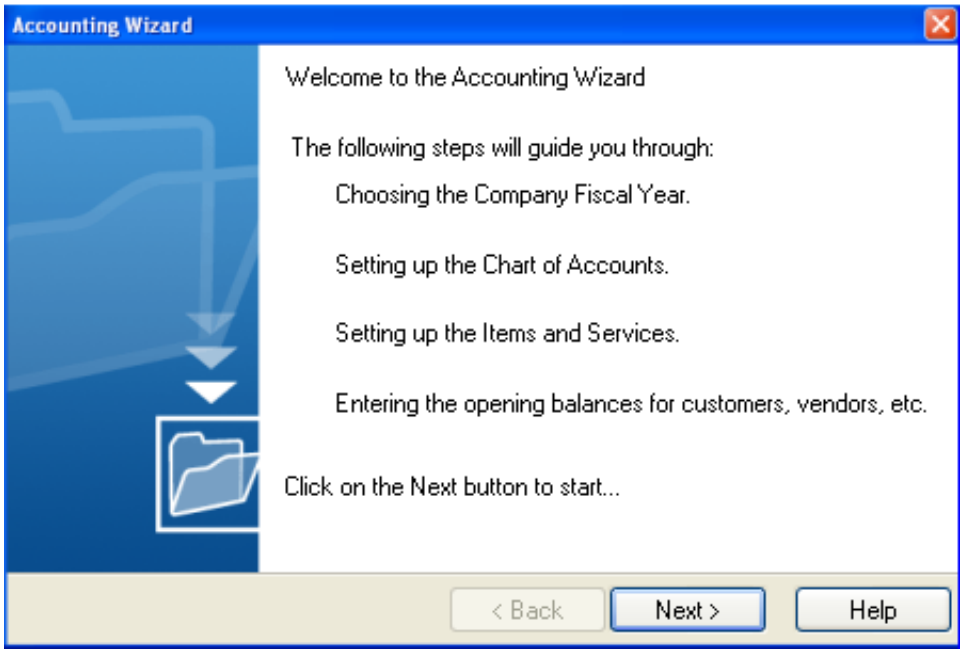


How to Use the Accounting Wizard

The Accounting Wizard will help you set up your Chart of Accounts (also called a general ledger) and Items and Services. You can also enter the opening

balances of your customers and vendors. Each screen in the wizard explains the steps as you work through the wizard. You can go forward and back in the screens while you are working in the wizard.

Follow the steps below to use the Accounting Wizard.


Accounting Wizard
Welcome to the Accounting Wizard
The following steps will guide you through:
Choosing the Company Fiscal Year.
Setting up the Chart of Accounts.
Setting up the Items and Services.
Entering the opening balances for customers, vendors, etc.
Click on the Next button to start...
< Back
Next >
Help

Task

1. Go to the File menu and select Accounting Wizard.
2. Click the Next button to start the wizard.
3. Select the month that you want to assign as the beginning of your fiscal year. This is required to calculate earnings for the year.
4. Add or edit the Chart of Accounts as needed. (The software provides a default list of accounts. If you need to add an account, click the Add button and enter the information. To edit an existing account, click on the account and click the Edit button. It is recommended that this information be entered in the wizard so you can use the accounting features in the Magaya software.) Also enter opening balances for accounts that you need such as petty cash, capital stock, or sales tax credit.
5. Add or edit the Items and Services as needed. (The software provides a default list of items and services. Click the Add button to add a new item or service. Click on an existing item and click the Edit button to make changes.)
6. Add or edit opening balances by clicking on the Add or Edit buttons for your forwarding agents, customers, carriers, salespersons, warehouse providers, and vendors as needed. Click the Next button for each

screen. (For more details, see the *Magaya Software Accounting Manual,* on www.magaya.com.)

7. Click the Finish button when you are done. Your information will be saved.

AFTER COMPLETING THIS TASK:

When you have completed all the screens in the Accounting Wizard, you can modify and add to the accounting details at any time by opening the Accounting folder or by returning to the Accounting Wizard (via File > Accounting Wizard).

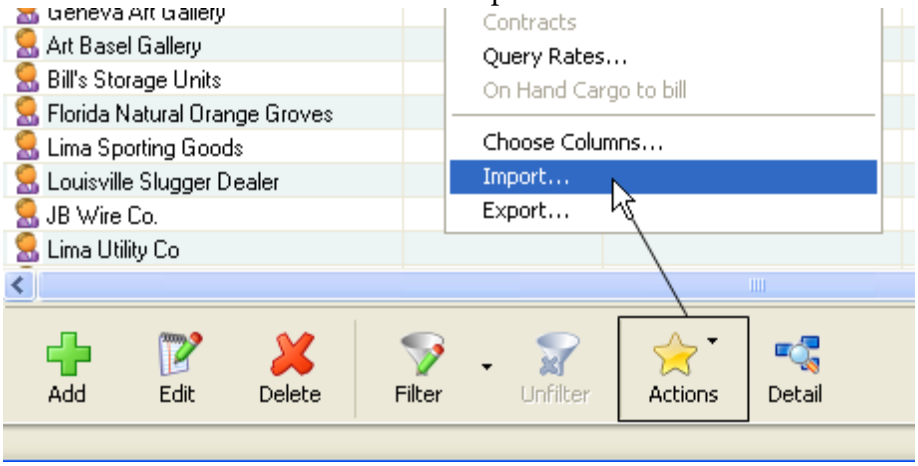
Import Your Customer List into Your Magaya System

Many types of data can be imported into your Magaya system, including your list of customers, vendors and more, in XML or CSV format. This topic shows one example, how to import your customer list. This saves time and errors that manual entry can cause by typing in names, addresses, phone numbers, and more.

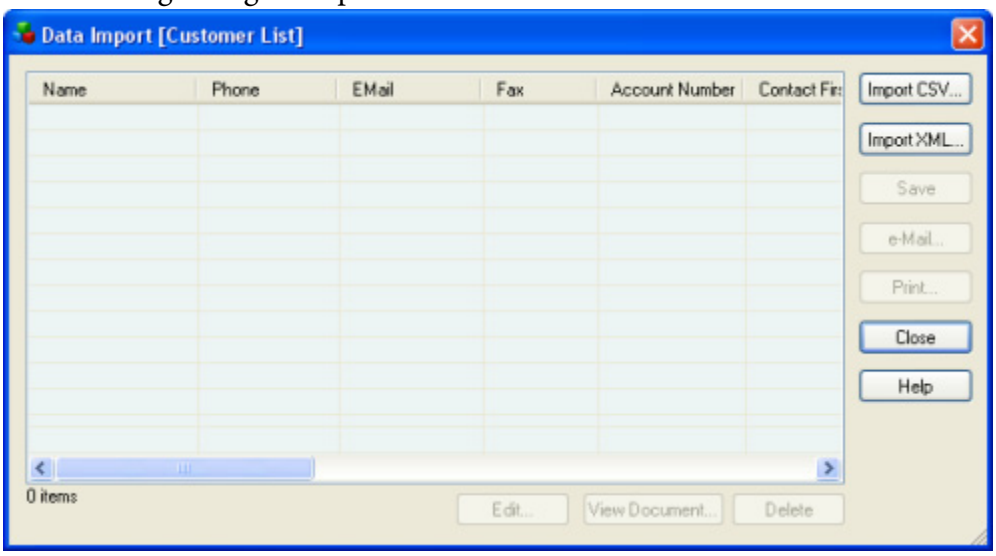
To import your customer data into your Magaya system, follow these steps:

1. Go to Maintenance > Customers.

2. Click the Actions button and select "Import."



The following dialog box opens:



You have the option of XML or CSV. Let's look at importing from CSV first.

Import CSV

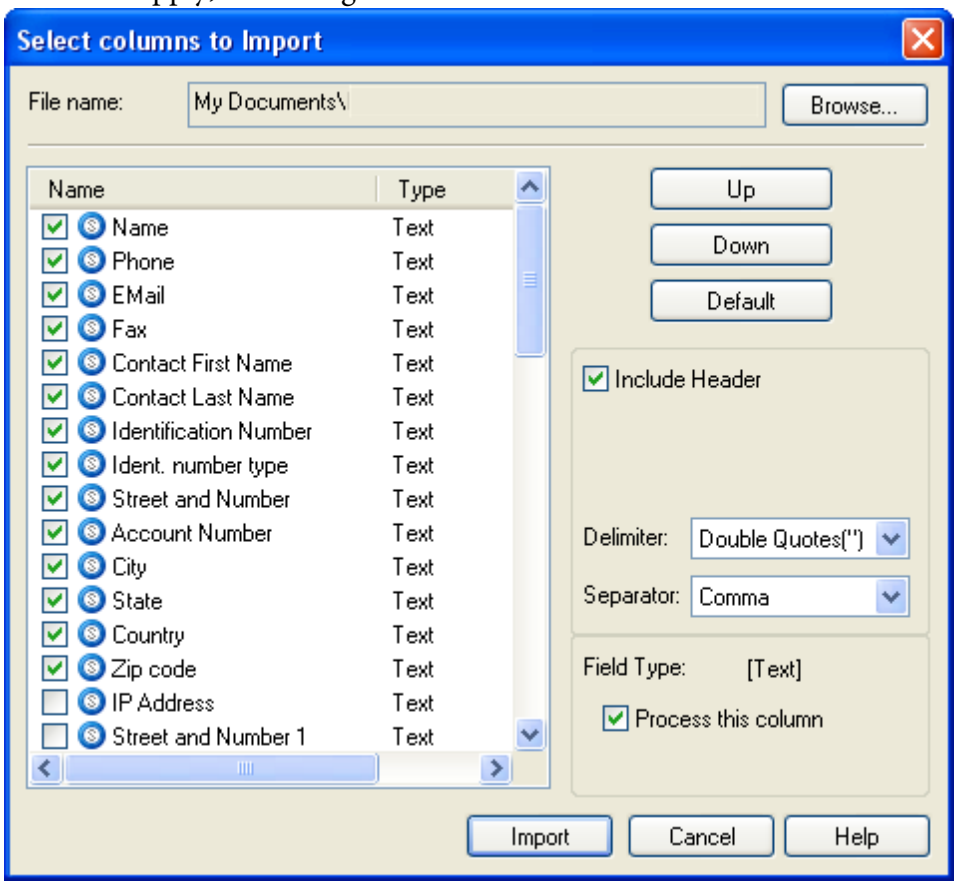
The "Import CSV" option provides a way to choose the columns of data you need.

The columns names in the CSV spreadsheet need to match the columns you select in the Magaya system. Compare this example spreadsheet with the Magaya dialog box. The columns are the same: Name, Phone, Email, Fax, Contact First Name, etc.

	A	B	C	D	E	F	G
1	Name	Phone	EMail	Fax	Contact Fir	Contact L	Identificati
2	FIFTH COMPANY CORP	305-555-8122	FIFCOMPCORP@HOTMAIL.CO	305-555-5622	CONTACT	FIFTH	543222
3	FOURTH COMPANY CORP	954-555-8744	FOUCOMPCORP@GMAIL.COM	954-555-5254	CONTACT	FOURTH	654343
4	THIRD COMPANY CORP	954-555-7447	THICOMPCORP@GMAIL.COM	954-555-1111	CONTACT	THIRD	4342332
5	SECOND COMPANY CORP	786-555-7823	SECCOMPCORP@YAHOO.CON	786-555-4323	CONTACT	SECOND	34234344
6	FIRST COMPANY CORP	786-555-7888	FCOMPCORP@YAHOO.COM	786-555-7814	CONTACT	FIRST	2322232
7							

Now set the columns in your Magaya system by clicking the "Import CSV" button. The "Select Columns" dialog box opens. Next, follow these steps:

- Select the columns to match your spreadsheet columns. Uncheck any that do not apply, and change their order as needed.



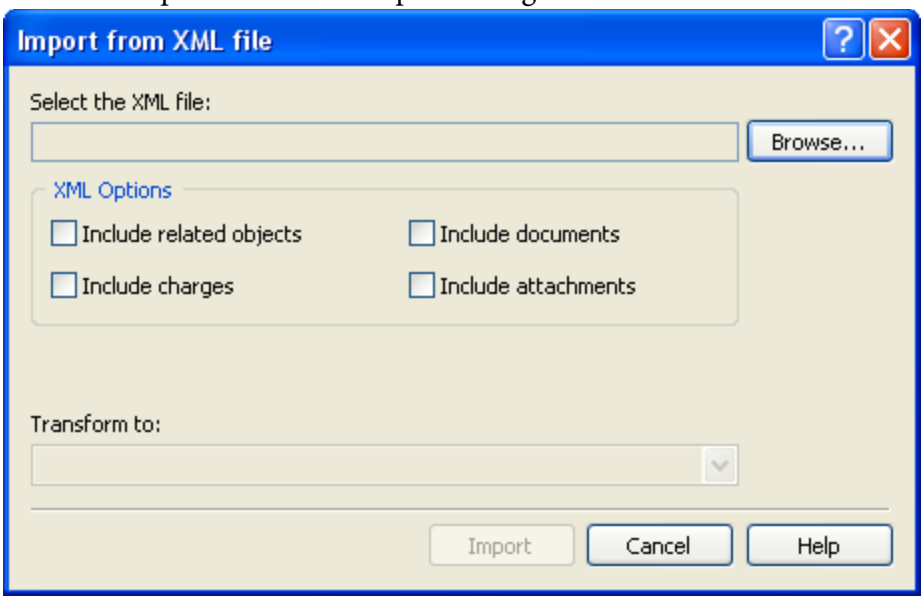
- Click the "Browse" button to select a folder on your computer (or network) to find the file.
- Click the "Import" button.

  Note: If a customer name already exists in the Magaya database, it will not be saved again. Any unsaved items will show in the dialog box.

- Verify the information saved in the location specified.

Import XML

The "Import XML" option is often used to import data such as carriers. Let's look at an example of the XML import dialog box and how to use it:



- Click the Browse button to open a folder location on your computer (or network) to find the file.
- Click the checkboxes that apply to your needs.
- Click the "Import" button. The data is displayed in the dialog box.
- Click "Save" to save the data in your Magaya Explorer.

  Note: If a customer name already exists in the Magaya database, it will not be saved again. Any unsaved items will show in the dialog box.
- Click the "Close" button.
- Verify the transactions are saved in the Customer List in your database.

If you want to import other types of data into your Magaya Explorer such as vendors, the steps are similar.

For an example of importing warehouse data, see the *Magaya Supply Chain Solution Operations Manual*, Chapter 7, or see the topic in the Magaya Knowledgebase:

http://knowledge.magaya.com/?search=import_inventory_data

Administrator Overview

This section provides a brief overview of the tasks for a person who has Administrative rights in the Magaya system.

Steps for these tasks are included in our user manuals and on our knowledgebase:

http://knowledge.magaya.com

Magaya Corporation offers training for administrator tasks, as well as employees. Please see www.magaya.com.

Administrator Tasks

Administrator rights are automatically given to the person who installs the software. This administrator (admin) can make changes to the system and create other users and assign admin rights to as many other users as needed. Admin tasks include:

- Set up employee permissions and roles (see the Permissions topic in Chapter 4 in the *Magaya Cargo System User Manual*)
- Make certain changes in the Maintenance > Configuration folder to customize your Magaya software to the specific needs of your company (see Chapter 5 in the *Magaya Cargo System User Manual* for information on the software interface)
- Create Company Divisions such as Ocean, Air, or Exports, etc.
- Publish a template that is created in the Magaya Document Designer so all employees can use it

If a button or function is grayed out, that may mean admin rights are needed for that function. See the topic on Permissions for details.

Admin functions for the Magaya Communication Server and setting email options are explained in the *Magaya Software Communications Manual*

Software Customization Options

Customizations can be made to the software such as adding your company logo to your documents, including invoices.

Add custom fields to display in documents and show in reports.

Use JavaScript to calculate numbers. You can also customize the view you and employees see in any list in the system, configure document numbering, how forms are filled out (including the AWB), what to print on labels, and how to automate charges.

To learn more about these customization options, please search our Knowledgebase or see the *Magaya Software Customization Manual*.

Database Administration Tasks

Systems administrators and IT staff can perform many functions in the software such as:

- Backup the software database and automate the backup process
- Improve the performance of the database
- Update the software to the latest version

For database administrator information, please search our Knowledgebase or see Chapter 8 of the *Magaya Software Customization Manual*.

Communications Functions

Magaya software is built on the Magaya Network. This network connects your database to Magaya's servers and to others such as 3PLs in your network and agencies such as U.S. Customs.

The Magaya Communication Server is at the core of the network. It manages all communication between your system and the online tracking tool, LiveTrack. It enables your system to send updates to customers via an email link, and handles calls to the API.

Learn about the network configuration, which ports to use, and more in Chapter 8 of the *Magaya Software Communications Manual*. All online functions such as online payments and the apps are also covered in this manual. Also find information on setting up the email system in Magaya, remote access, AES and other Customs connections.

Permissions

Permissions Introduction

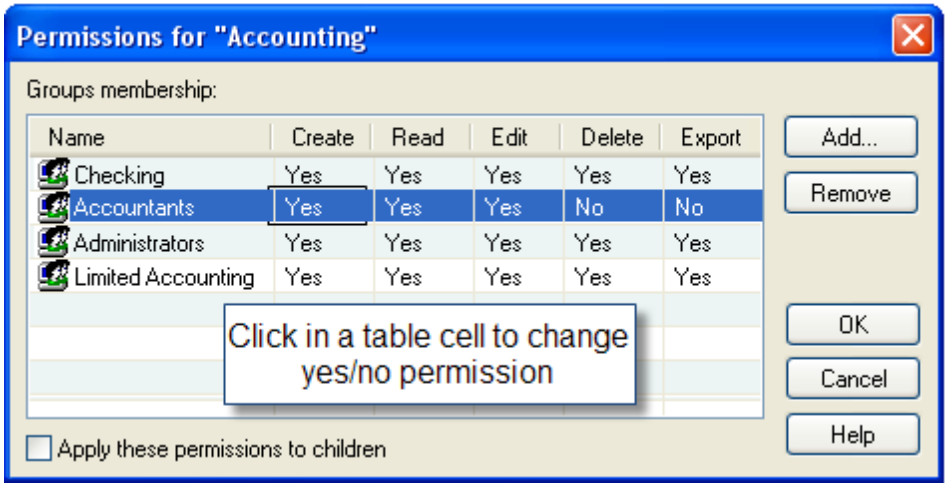
Administrators can assign permissions to employees in your company based on the employee's job or role. For example, you may want to give the Accounts Receivable (AR) clerk access to certain billing functions, allow a warehouse employee access to other functions, or limit access to certain functions such as accounting for certain employees who do not handle accounting in their job role.

Overview of Permissions Available:

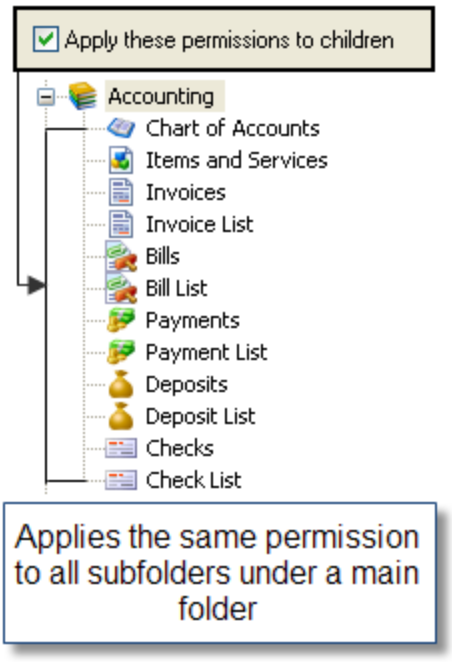
In the Permissions dialog box is a table of cells that enables you to restrict access according to the following:

- **Create**: Allows a user to create but not modify (or edit) a transaction
- **Read**: a user can read only (or view) but not make changes to files
- **Edit**: a user can edit files
- **Delete**: a user can delete files
- **Export**: Allow a user to export files out of the Magaya system, including the ability to email data from the system (this does not refer to export type shipments)
- Or any combination of access. For example, if you want a user to be able to create and edit, check Yes for both.

Click the Yes or No cell to allow or deny permission for members of that group:

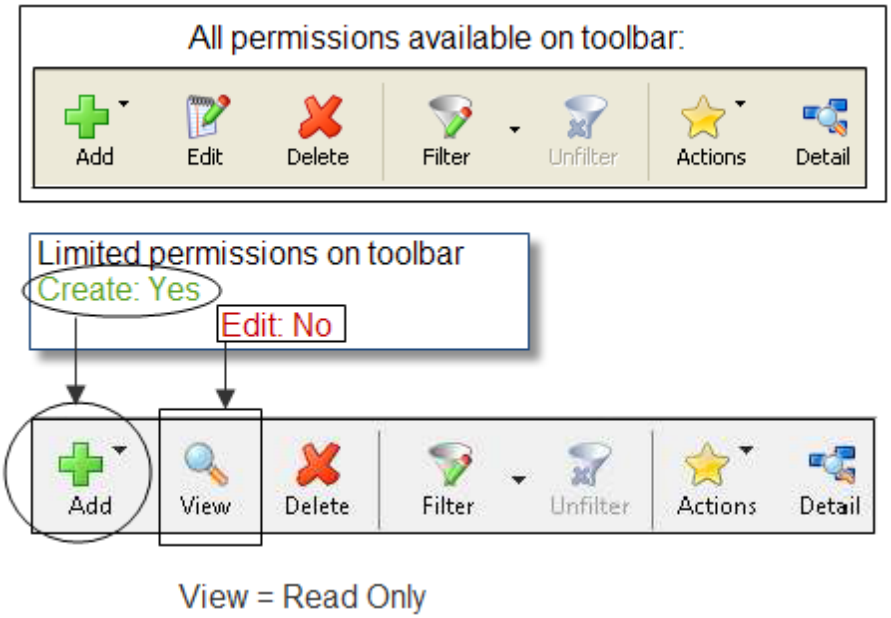


In the Permissions dialog box, check the box "Apply these permission to children" if you want to make the permissions status apply to the folder and subfolders ("children") under it. For example, apply permissions to the Accounting folder and all the subfolders under it.



Leave the option unchecked if you want to set the permissions individually for each subfolder.

Examples: As a result of allowing a user to create but not edit, that user will see limited functions on the toolbar for that transaction document or list.



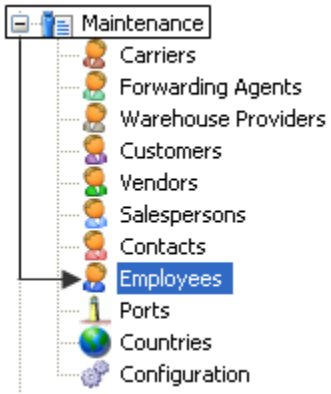
If a user can create but not edit Invoices, the "OK" button will be grayed out (not active) when they open an invoice dialog box. They can view (read only) but not make changes.

To enable a user to create shipment documents but not edit them, go to the shipment folder > File > Permissions and click Yes for Create and No for Edit for that user's group. (A user must be assigned to a group first; see the section "How to Set Permissions.") A user can also be given permission to liquidate a shipment but not modify the transactions created in the liquidation by clicking Yes for Create and No for Edit for shipments.

Add a New Employee

Add a new employee as needed. If employee names are already entered in your Magaya system, go to the section "How to Set Permissions".

1) Go to Maintenance > Employees.



2) Click the Add button.

3) Enter the employee's name, address and other information as applicable by clicking on the appropriate tabs.

4) Click the OK button to save the information and exit the dialog box. The employee's name now appears in the list.

How to Set Permissions

Overview: To set permissions for employees/users:

1) Define the groups in your company.

2) Assign employees to the groups.

3) Assign permissions to groups per folder.

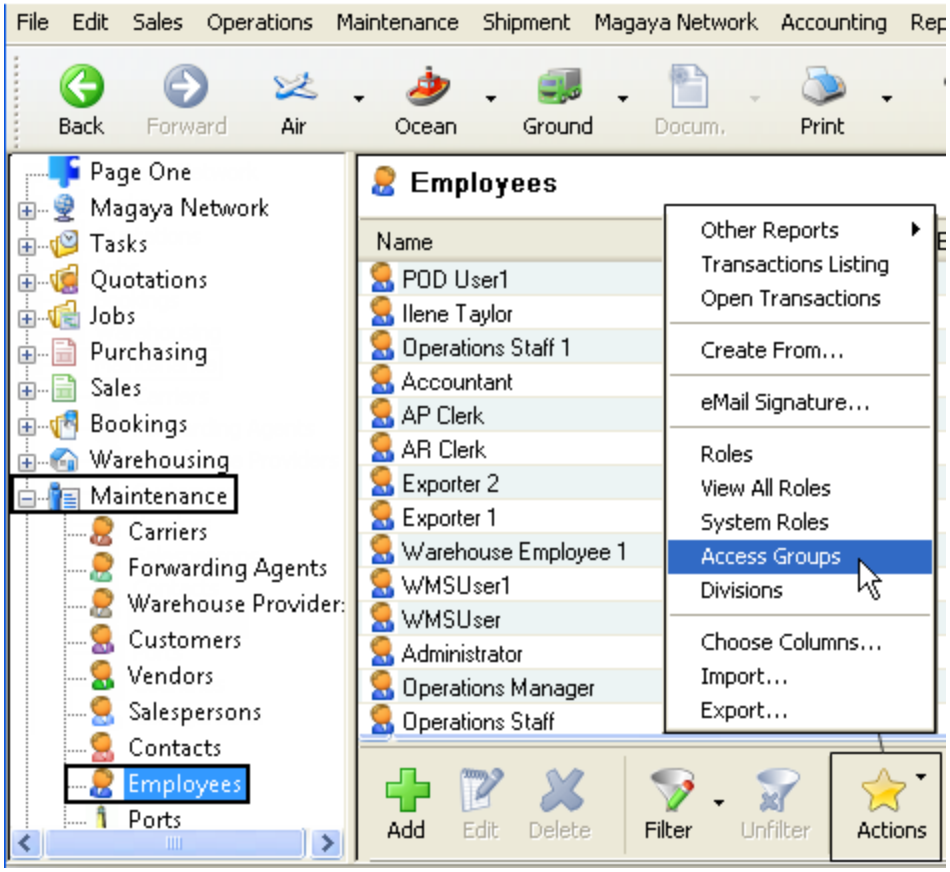
Only administrators can set permissions. If the menu option "File > Permissions" is grayed out, then you do not have administrator rights on that computer.

1) Define Groups:

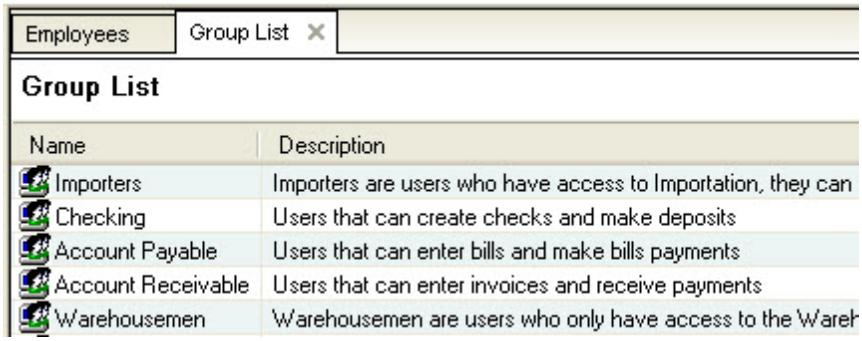
Magaya software comes with some default groups. You can add more or edit a default group as needed for your company.

1) Go to Maintenance > Employees.

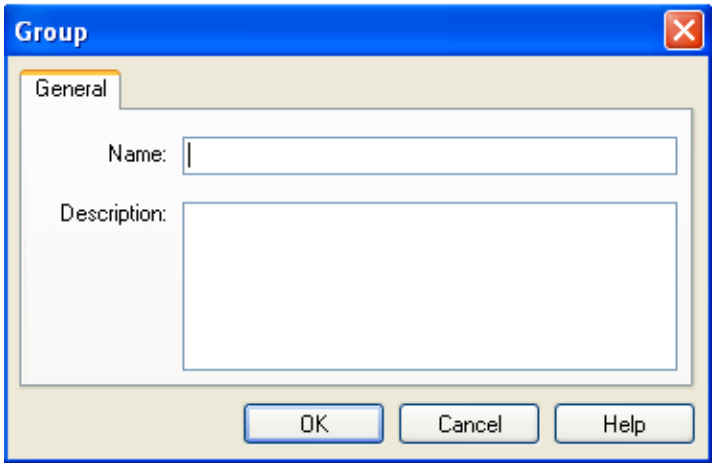
2) Click Actions and select "Access Groups".



The Group List opens.



3) Click the Add button in the Group List to add a new group. Enter a group name and description information.



The description and name can be edited later if needed.

4) Click the OK button to save the information and exit the dialog box.

A maximum of 32 groups can be created.

By default Magaya software creates a group called "Everyone" in all folders. To restrict access to certain folders, **you will need to edit this default** by removing "Everyone" from the folders that need to be restricted.

Steps to remove "Everyone" from all the folders:

- Go to the folder.
- Click File > Permissions.
- Click on "Everyone."
- Click the box for "Apply these permissions to children".
- Click on the Remove button and OK.

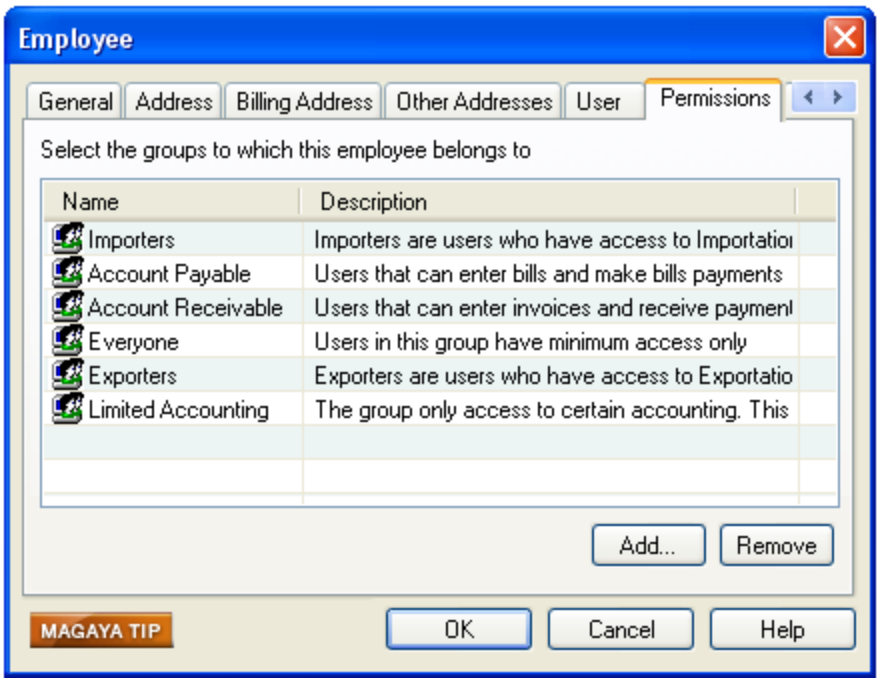
Note: Magaya software comes with the default groups of "Importers" and "Exporters". We recommend that you do not delete or modify these default groups.

2) Assign Employees to Groups:

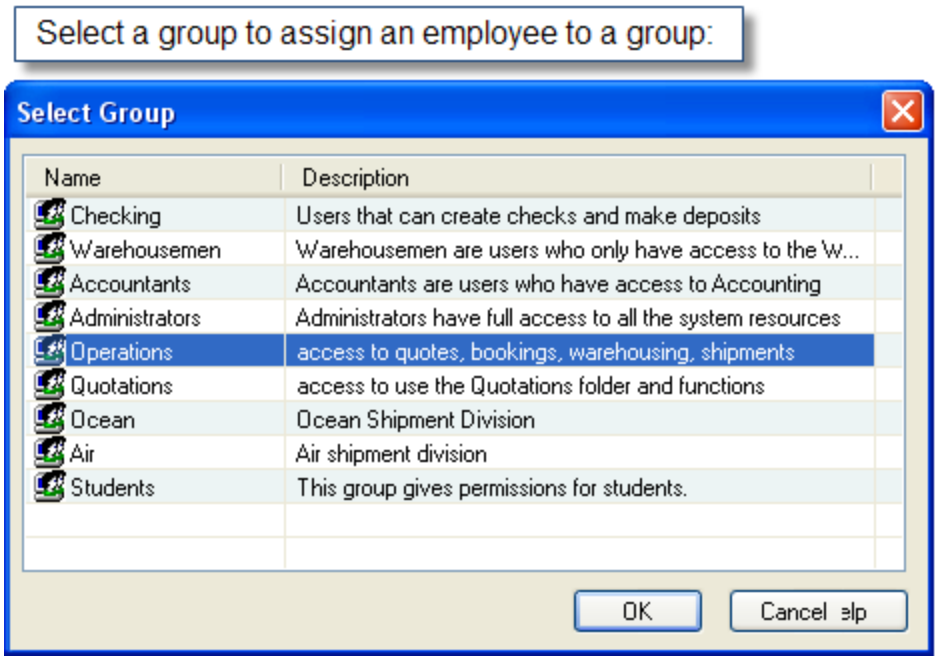
1) Go to Maintenance > Employees.

2) Double-click an employee's name to open their profile dialog box.

3) Click the Permissions tab.



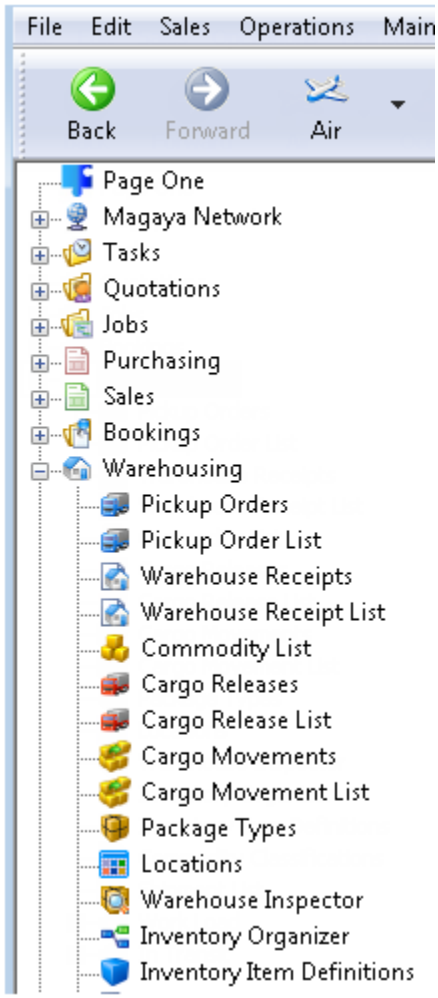
4) Click the Add button. A new dialog box opens called "Select Group." Click on a group to highlight it and to make an employee a member of that group. Add as many groups as is applicable for the employee. Add one group at a time.



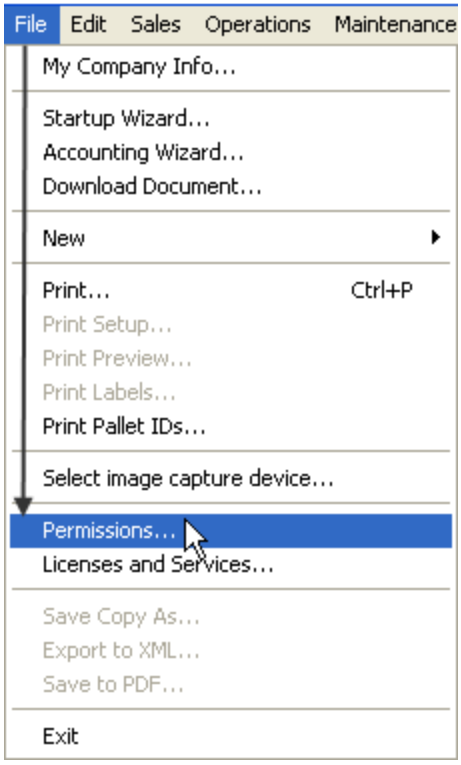
5) Click the OK button. Now the employee belongs to that group.

3) Assign Group Permissions per Folder:

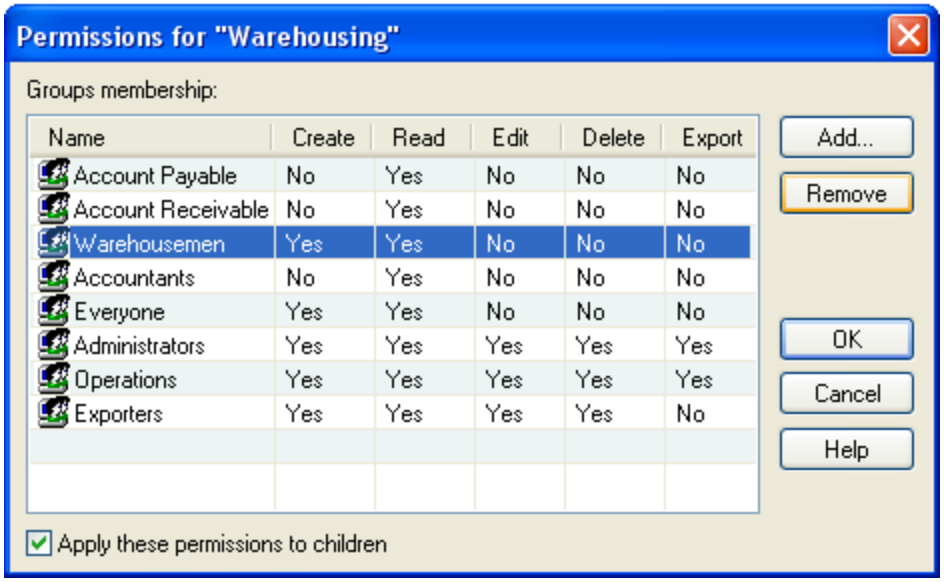
1) Select the folder (or subfolder) to assign permissions, for example: Warehousing.



2) Go to File > Permissions.



3) In the dialog box, click the Add button to add a group.



4) Click the cells in the table to set Yes or No permission to Create, Read, Edit, Delete and Export.

5) Click the checkbox "Apply these permissions to children" if you want to apply the permissions to all the subfolders under the folder you have selected.

6) Click the OK button to save the information and exit the dialog box.

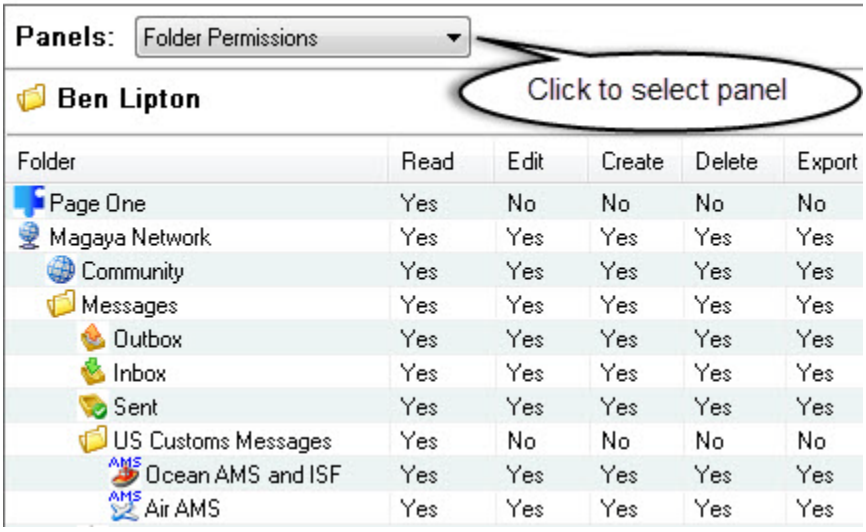
Examples of System Functions Related to Permissions:

If an employee belongs to the Importers or Exporters group, they will be able to use the Shipment Wizards on the main toolbar.

If an employee belongs to the Accountant group, AR or AP group, they will be able to liquidate cargo operations such as Cargo Releases and Shipments.

See also the sections on Roles to fine tune access to the system.

To quickly see what folders each employee has access to, click the "Detail" button in the Employee list and then select "Folder Permissions" option from the dropdown menu.



Folder	Read	Edit	Create	Delete	Export
Page One	Yes	No	No	No	No
Magaya Network	Yes	Yes	Yes	Yes	Yes
Community	Yes	Yes	Yes	Yes	Yes
Messages	Yes	Yes	Yes	Yes	Yes
Outbox	Yes	Yes	Yes	Yes	Yes
Inbox	Yes	Yes	Yes	Yes	Yes
Sent	Yes	Yes	Yes	Yes	Yes
US Customs Messages	Yes	No	No	No	No
Ocean AMS and ISF	Yes	Yes	Yes	Yes	Yes
Air AMS	Yes	Yes	Yes	Yes	Yes

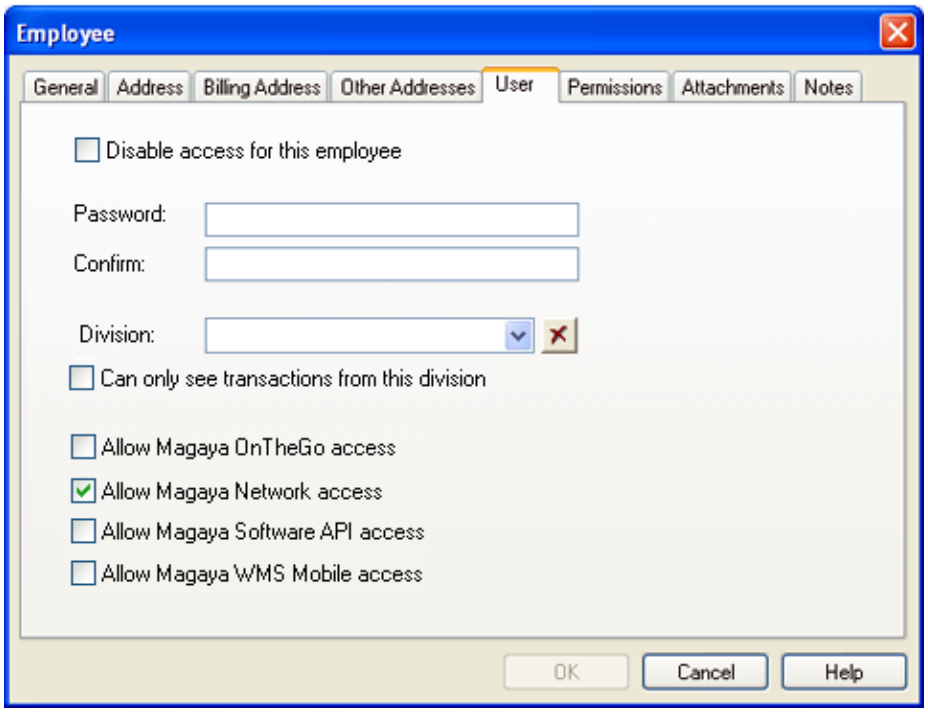
Set Up Passwords for Employees

You can also require a password for an employee. The password and other options are on the "User" tab in the Employee dialog box.

Passwords can be any letter and/or number combination. Passwords must be a minimum of six characters. To set an employee password:

1) Go to the Maintenance folder and select "Employees".

2) Double-click an employee's name (or select the name and click the Edit button). A dialog box opens:



3) Click on the User tab:

- Enter a password and retype it in the "Confirm" field.
- Select the division of the company for that the employee, if your company has divisions. (Divisions can be added from the Employee list. Click the Actions button, and add the divisions in that list. Divisions can also be set up in the Maintenance > Configuration menu. For steps, see the *Magaya Software Customization Manual*)
- Click the applicable checkboxes to enable access to the following:

  - Allow Magaya Network access gives the employee access to the Magaya Communication Center and its features such as the chat.

  - Allow Magaya Software API access establishes this user and password access to the Application Programming Interface (API) if your company uses the API feature to import or export data.

  - Allow Magaya WMS Mobile access gives the employee use of the Magaya WMS Mobile handheld scanner devices.

4) Click the OK button to save the information and exit the dialog box.

Give the user name and password to the employee. For details on other user login authentication options, see the *Magaya Software Customization Manual*. An employee's access can be disabled on this screen also.

Scenario: Limiting Permissions

This section provides an example of setting up permissions for different employees based on what functions you as an administrator want an employee to access. This is especially useful for limiting access to accounting functions in the software. For example, you can give different permissions to an Operations Manager and an Operations Employee.

1. Create the Employee:

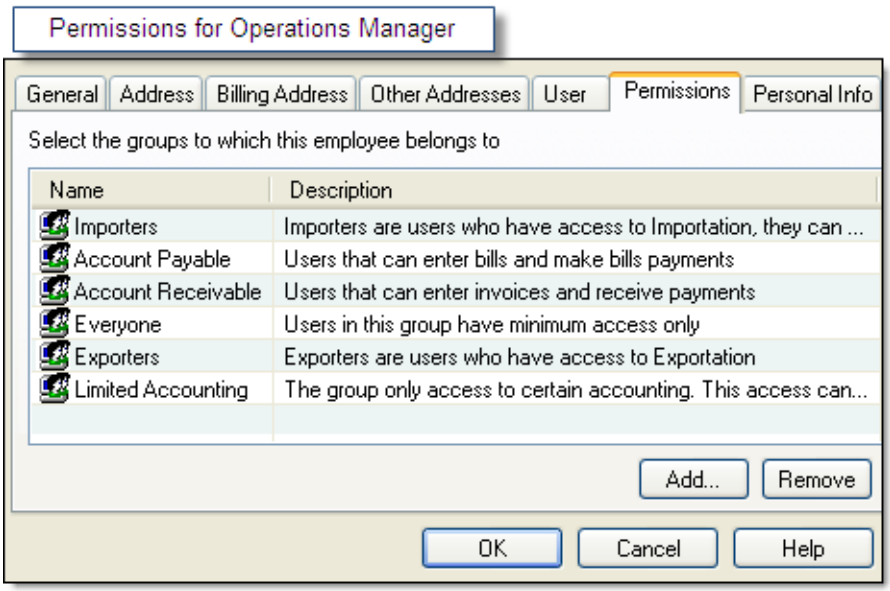
For this scenario we added the employees "Operations Manager" and "Operations Staff". (Your employees will be entered by their names).

2. Create the Group:

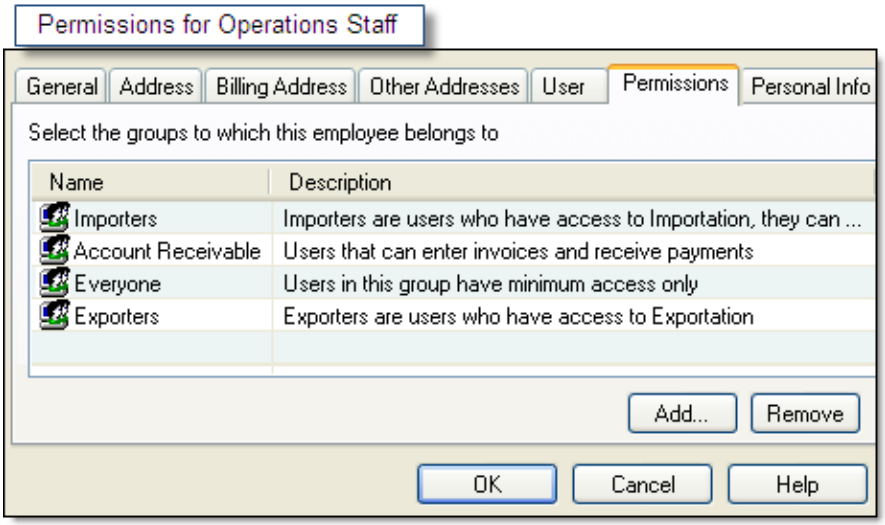
We also added a group called "Limited Accounting". Follow the steps in the section "How to Set Permissions" for details on how to add a group to your system. Access to this group can be further customized per employee and per folder such as the Accounting folder.

3. Assign the Employees to Groups:

In this example, the manager has access to both the AR and AP groups so this manager can liquidate shipments:



The employee "Operations Staff" is assigned to the groups of Importers, Exporters, Accounts Receivable, and Everyone. This gives this employee the ability to add charges to transactions and create shipments, but they do not have access to liquidation:



An employee who belongs to the Importers or Exporters group will be able to use the Shipment Wizards on the main toolbar to create Shipments.

4. Assign Folder Permissions:

Select the Accounting folder, click File > Permissions. Remove the groups Everyone, Exporters, and Accounts Receivable and click the box "Apply these permissions to children". Add the Limited Accounting group, but do not check the box "Apply these permissions to children".

To limit permissions further for the Operations Staff (optional), select the subfolder that you want to enable the employee to see such as Invoices (the document view only to limit access to reports) and the Bills (document view). Do this by selecting the subfolder (Invoices) and clicking File > Permissions and adding the Limited Accounting group. Do the same with Bills.

For the Operations Manager, go to Accounting > File > Permissions. Add Importers and Exporters group. Add the group Limited Accounting. Do not check the box to apply this setting to children. Go to Invoices, add Limited Accounting. Go to Bills and add Limited Accounting.

To verify the set up, log in as the Operations Manager and go to the Accounting folder. There should be only two items: Invoices and Bills. Then go to a Shipment and verify that the Liquidation button is active on the Shipment Toolbar. Also verify the access for the Operations Employee.

Roles Overview

With the Roles feature, the system administrator can grant or restrict access for an employee (or a group) to different actions in the system. A role can be an action such as giving an employee:

- Access to the company financial reports
- The ability for an employee to create tracking users
- The ability to process liquidations
- Access to the accounting configuration or other options in the Maintenance > Configuration menu

A role that is granted or denied **supersedes** any other permission an employee might have.

NOTE: When a new version of Magaya software is released and you update to it, ensure you are familiar with the new features and changes in the release, especially new roles or permissions because they may change access of employees. New features are announced on Magaya.com and in the newsletter.

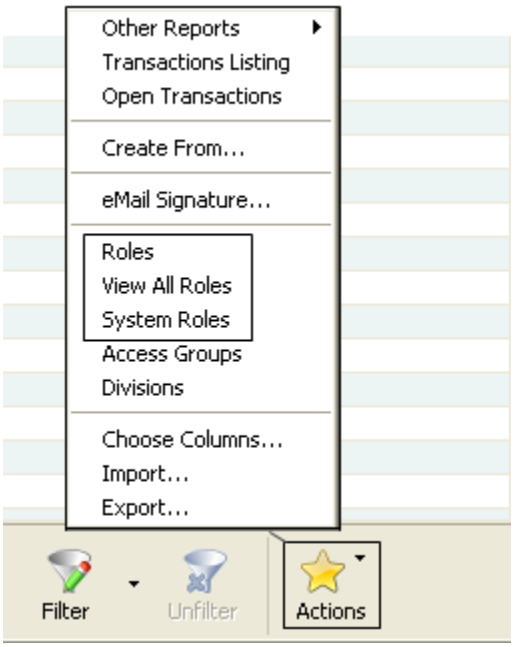
Add a Role to an Employee

To add a role to an employee's profile in your Magaya system:

1) Go to Maintenance > Employees

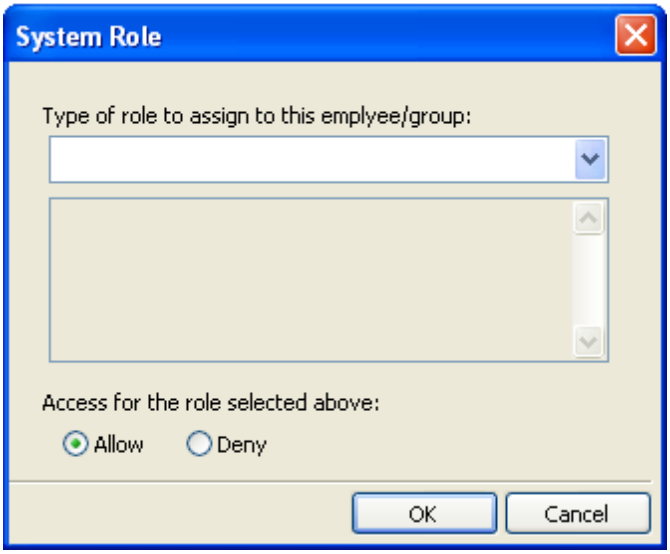
2) Select the Employee's name to highlight it.

3) Click the Actions button and select “Roles”. (Alternative: Right-click on the employee’s name and select “Roles” from the pop-up menu.)

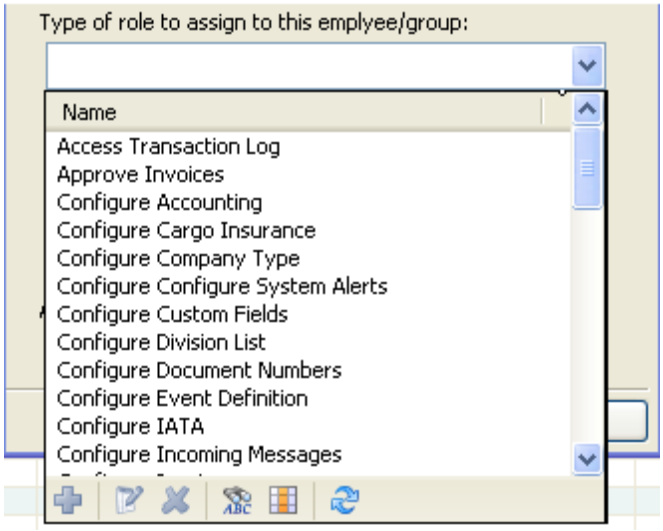


A list opens.

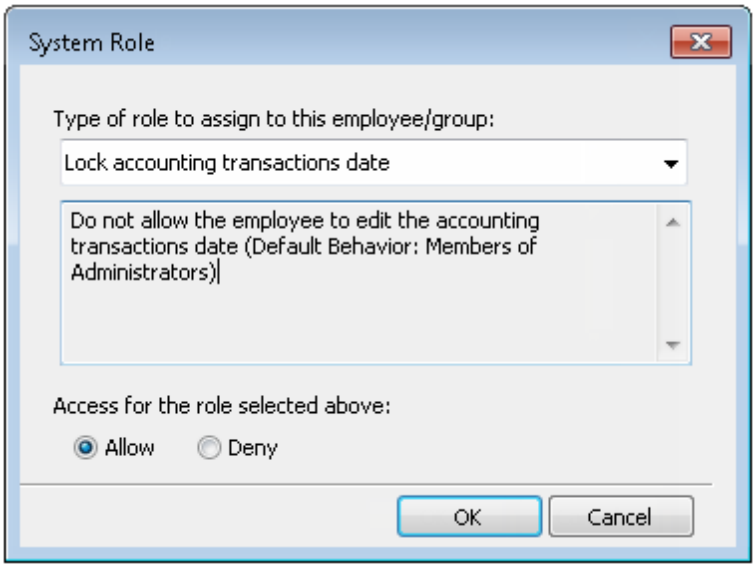
4) Click the Add button in the list. A dialog box opens:



Click the dropdown menu to select a role to assign to this employee (or group). There are many default roles such as those shown in this screenshot:



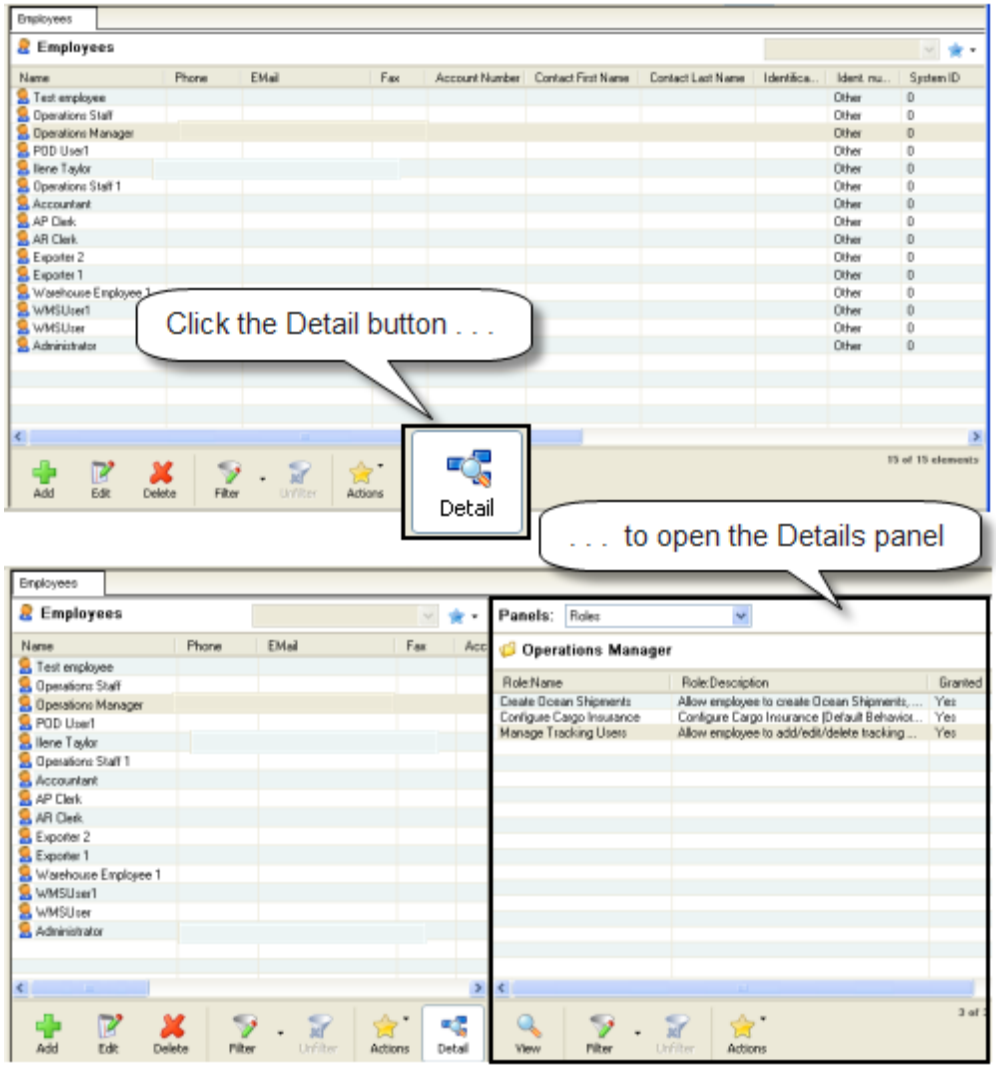
When you select a role, a definition of that role appears:


System Role
Type of role to assign to this employee/group:
Lock accounting transactions date
Do not allow the employee to edit the accounting transactions date (Default Behavior: Members of Administrators)
Access for the role selected above:
Allow
Deny
OK
Cancel

5) Click “Allow” or “Deny”, and click “OK” to save. In this example, click “Allow” to apply this rule to this employee.

The newly assigned role appears in the list.

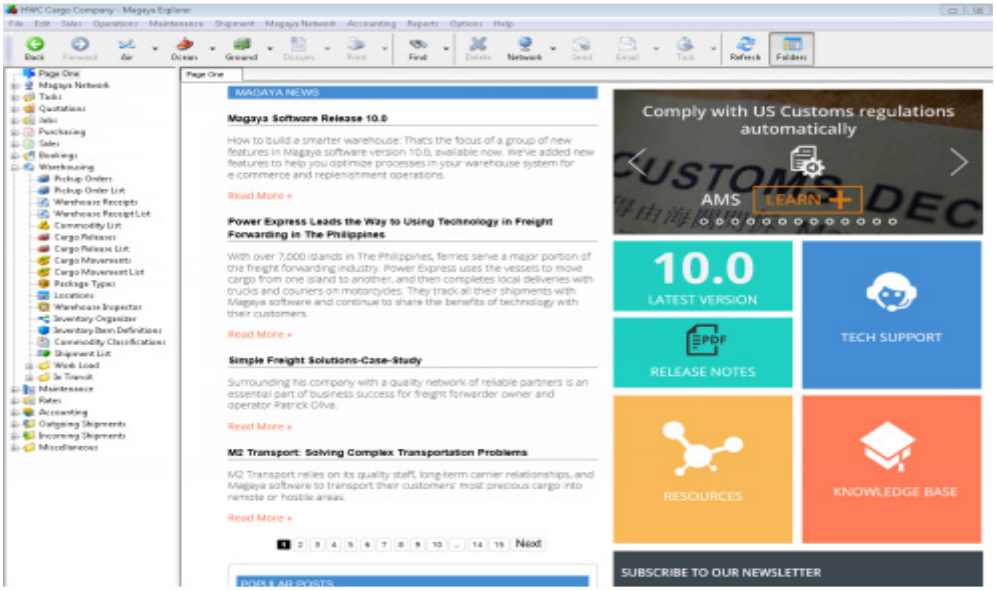
View Roles for Employees: In the Employee List, click the "Details" button on the toolbar next to the "Actions" button. A new panel opens. Select "Roles" from the dropdown menu to see the roles for each employee.



Chapter 5: Magaya Explorer Interface

Introduction to the Magaya Explorer

When you open your Magaya software, you will see the main screen that you will work in. The screen can also be called a "window" or an "Explorer" and looks similar to other windows on your computer that you use already such as "My Documents". It is called the Magaya Explorer. It allows you to explore (or navigate in) all your operations and accounting tasks.

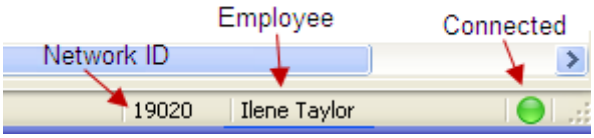


When you first open the software, a welcome page called "Page One" displays in the main screen. It contains links to training, news about new features and more. It displays after the system has been idle also. You can access it at anytime from the "Page One" menu on the left.

To widen the preview window, click and drag the line between the two panes. Alternatively, click on the "Folders" icon on the top toolbar. This hides the folders list. To view the folders list again, click on the Folders icon button again.

The status bar on the bottom of the Magaya Explorer displays:

- A brief description of the selected menu command
- Magaya Network ID
- Employee name (or role)
- Magaya connection icon: Green means you are connected to the Magaya Network. Red means you are not connected.



If you are using Microsoft Vista instead of Windows XP, there will be slight differences in the appearance of Magaya software such as colors when compared to the screenshots included here. The functionality of Magaya software remains the same as described here.

What Can You Do in the Magaya Explorer?

The Magaya Explorer user interface contains functions for tasks you do every day such as:

- Receive cargo in the warehouse, create warehouse receipts, and cargo releases
- Create shipments for cargo sent by air, ocean, or ground
- Liquidate shipments
- File US Customs documents
- Give customers price quotes for the services you provide such as picking up cargo, storing it in a warehouse, and shipping cargo
- Provide customers with bookings when they accept a quotation
- Perform accounting tasks such as create invoices and bills, perform banking tasks, and create financial reports
- Communicate with ocean carriers
- Communicate with other companies in the Magaya Network

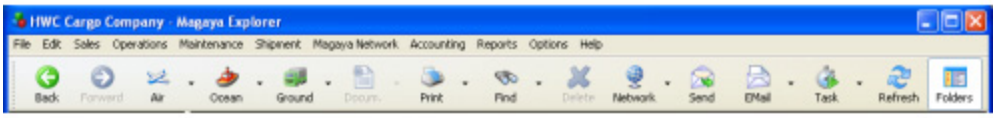
The Magaya Explorer offers an easy way to get all your tasks done. Because there are so many capabilities, this topic will focus on the basics first.

As you learn about the menus and toolbars, click around to see the software in action. Start exploring the Magaya Explorer!

Menus and Toolbars

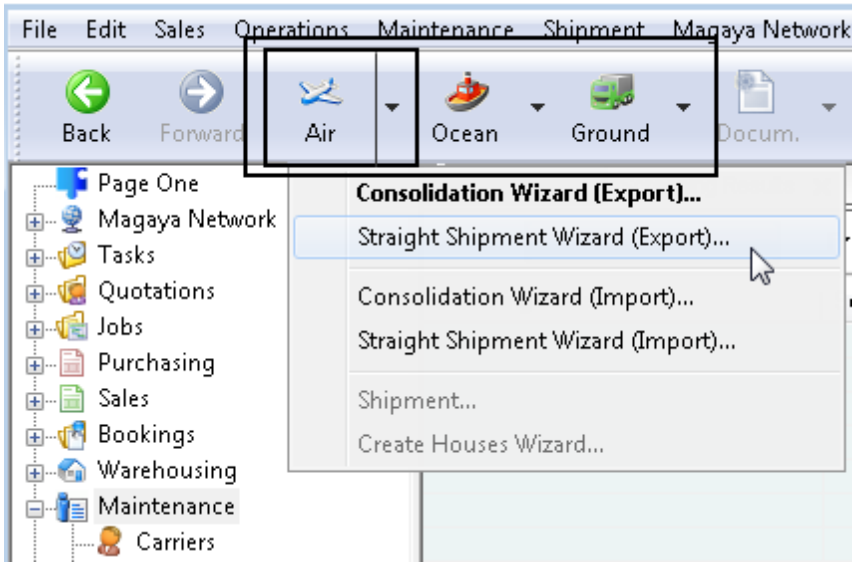
Top Toolbar

The Magaya Explorer window contains toolbars, menus, folders, and different panes. The toolbar across the top contains the following buttons:

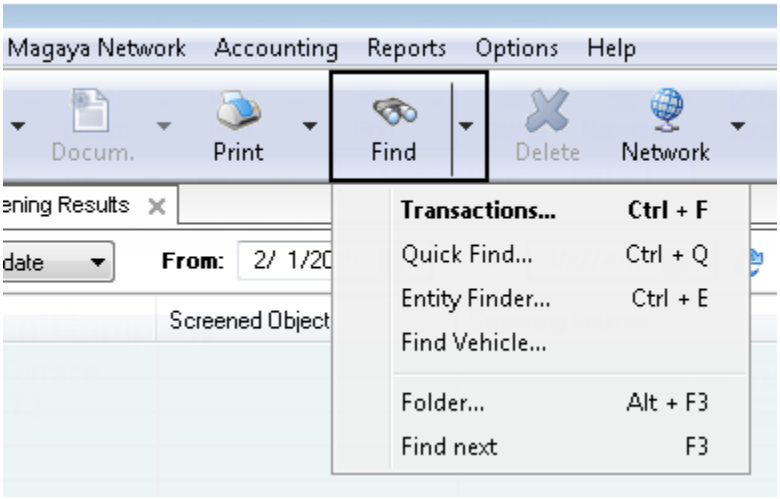


The buttons on the toolbars vary, depending which Magaya software product you have.

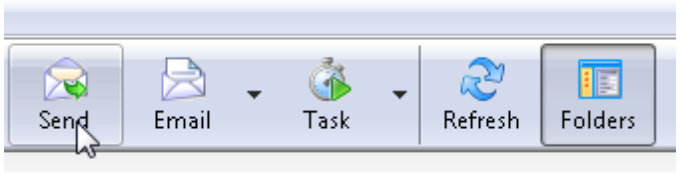
- Back and Forward buttons to navigate from one document to another
- Air, Ocean, and Ground buttons to create shipments: The arrow on the side of the button gives you the option to create a straight shipment or consolidated shipment for imports and exports. A wizard opens to help you consolidate a shipment.



- **Find button**: Gives you the option to search by transaction number with the Quick Find feature, or to search by any text in a document. See the topic "Find Button"



- **Network**: To log in and out of the Magaya Network and to access the Communication Center to exchange Magaya transactions with others in the Magaya Network such as destination agent who also uses Magaya software
- **Send**: To send messages within the Magaya Network such as to an agent. A dialog box opens, displaying the list of your contacts. See the topic "Overview: System-to-System Transactions" for more details.



- **Email**: To send documents via email. See the topic "Batch Email" for details on batch emailing.
- **Task**: To create to-do lists for employees or to send a Task to a handheld device running the Magaya WMS Mobile application
- Other buttons: Print, Delete, Refresh, and the Folders button.

  Use the "Folder" button to hide the list of folders on the left side of Magaya Explorer and widen the document view. You can also click and drag the line between the folders list and the document pane to widen or reduce it.

NOTE: *If a button is grayed out, you may not have access to that function due to permissions restrictions.*

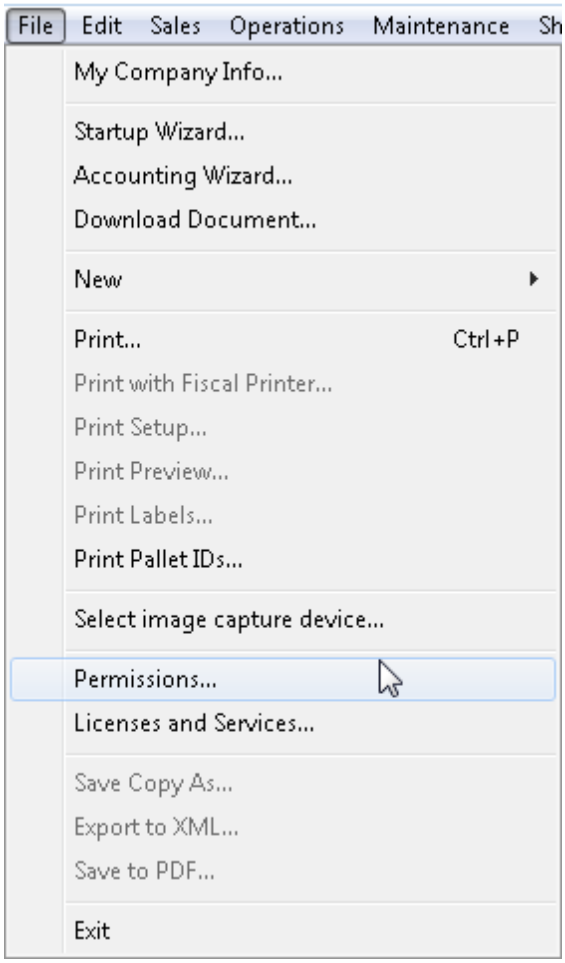
Main Menu

Above the buttons on the toolbar are other commands. This is the Main Menu toolbar.

The commands on the Main Menu toolbar have dropdown menus with options. The following list provides a brief overview of the options (all of these functions are explained throughout the manual):

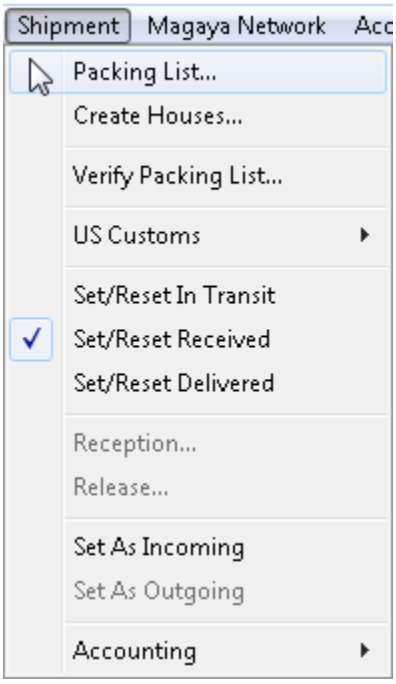
- **File:** Use this to access the wizards for Startup, for Accounting, and the My Company Info wizard. Also use "File" to set employee permissions (for administrators), to create new folders or shipments, and to view your Magaya software licenses and services.

  To download a new document or label template, click File > Download Document. Use this to get a document you customized yourself or had Magaya Corporation customize for you.



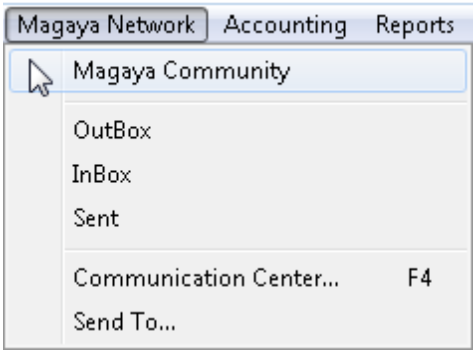
  The functions highlighted depend on what you are viewing such as a document or a l ist. You can save a copy of the document you are viewing, export it to XML, or save it as a PDF.

- **Edit:** To copy, paste, and edit undo, delete, rename, and find. You can also view the properties of any folder or subfolder you select.
- **Sales:** Takes you directly to Quotations, Bookings, or the Trip Schedule. (If you have the Magaya Supply Chain Solution, you will also see Sales Orders on this menu.)
- **Operations**: Lists the same operations that are under the Warehousing folder such as Pickup Orders, Warehouse Receipts, and Cargo Releases. (If you have the Magaya Supply Chain Solution, you will also see Tasks, Jobs, Purchase Orders, and the Warehouse Inspector.)
- **Maintenance:** Lists the same options that are under the Maintenance folder such as lists of your carriers and customers.
- **Shipment:** This provides access to packing lists of a selected shipment, US Customs (AES and AMS results, and EEIs - formerly SEDs), and a link to Accounting functions. You can also set a shipment in transit or as Received or Delivered. You can create Houses here (or use the wizards for Air, Ocean, or Ground shipments).

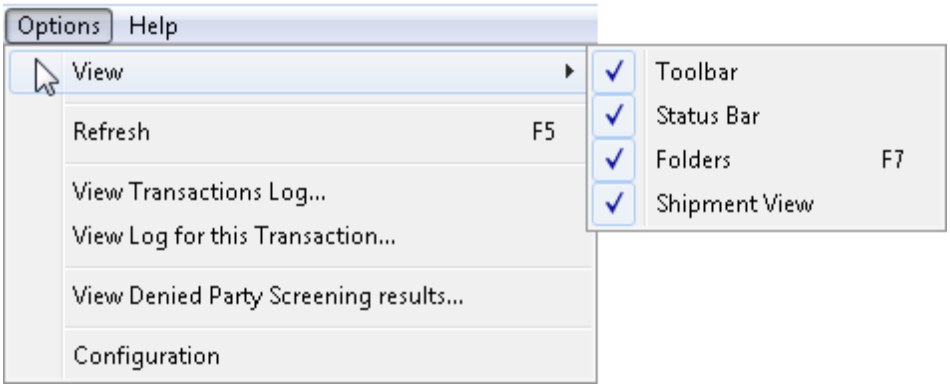


- **Magaya Network**: This provides access to the Magaya Community (you can also access the Magaya Community by using the Magaya Network folder on the left side of the Magaya Explorer.) You can also access your

Inbox and Outbox, the Communications Center (also available by pressing the F4 key), and the Send function

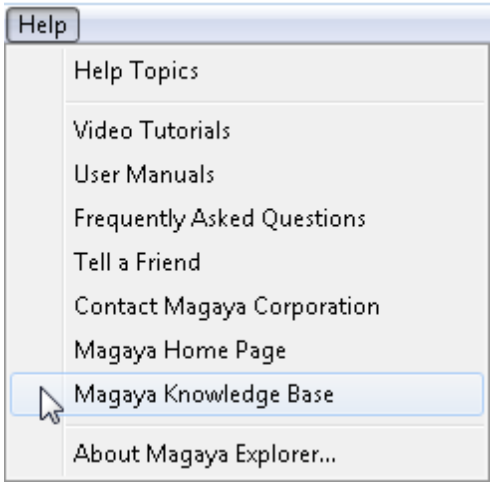


- **Accounting:** This displays the same list of subfolders that are also under the Accounting folder on the left side of the Magaya Explorer.
- **Reports:** Access financial reports, sales and purchase reports, multicurrency, saved reports and more. You can customize reports with fonts and more by clicking the "Configure" button in any report. For information on accounting and financial related reports, see the *Magaya Software Accounting Manua*l.
- **Options:** Use this to display or hide the toolbar, status bar, folders or shipments. You can also Refresh your system view here (or press the F5 key), view your transactions log, and access the Configuration options.



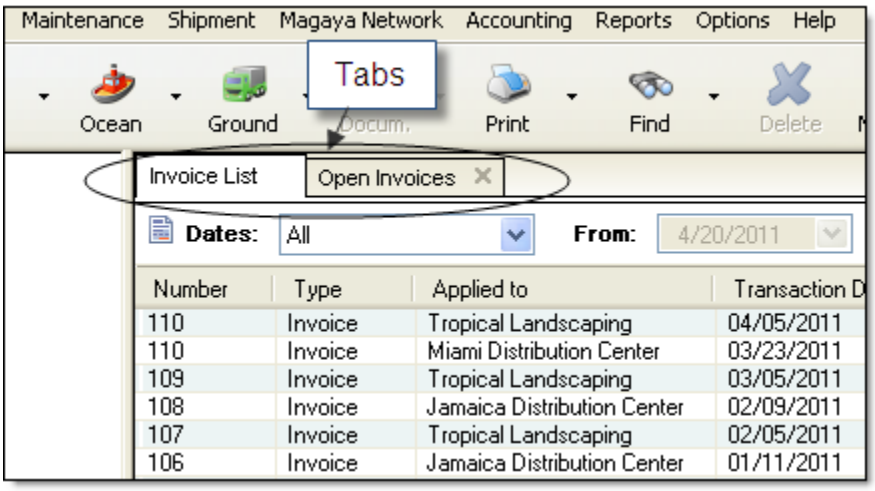
- **Help:** Use this to access a list of "how-to's" for frequently performed tasks and to access the Magaya website for video tutorials, FAQs, and a web form to tell a friend about Magaya software. To access information about

your Magaya software, select "About Magaya Explorer". This will display your license agreement and version number of Magaya software you have.



Tabs:

The Magaya Explorer interface opens reports and other lists as tabs.



Learn more about the menus and buttons in lists and documents by seeing the topic "Working with Document and List Views."

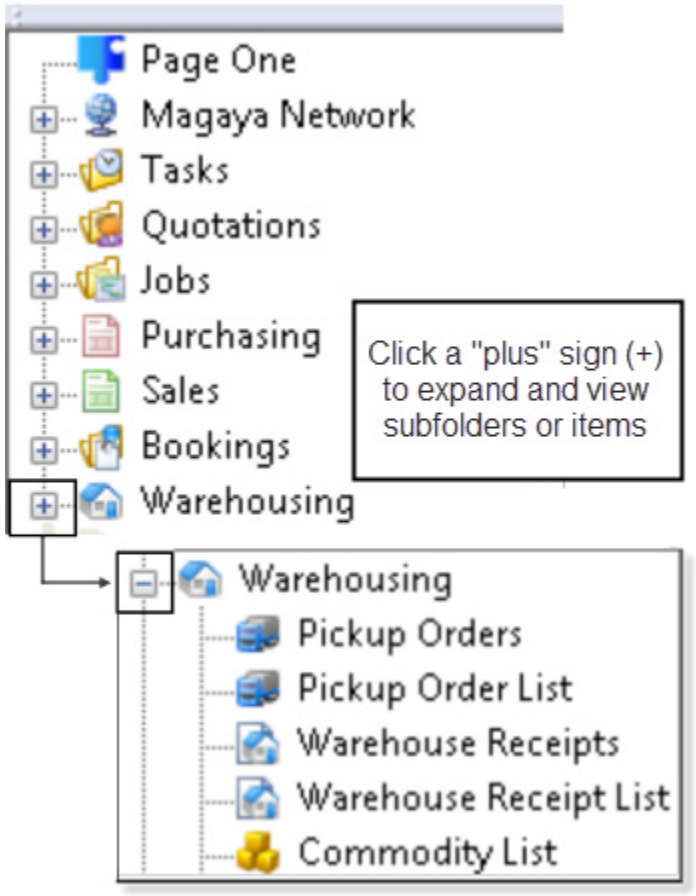
Folders and Subfolders

Introduction

The folders and subfolders in Magaya Explorer contain many of the functions and documents for the tasks you do every day.

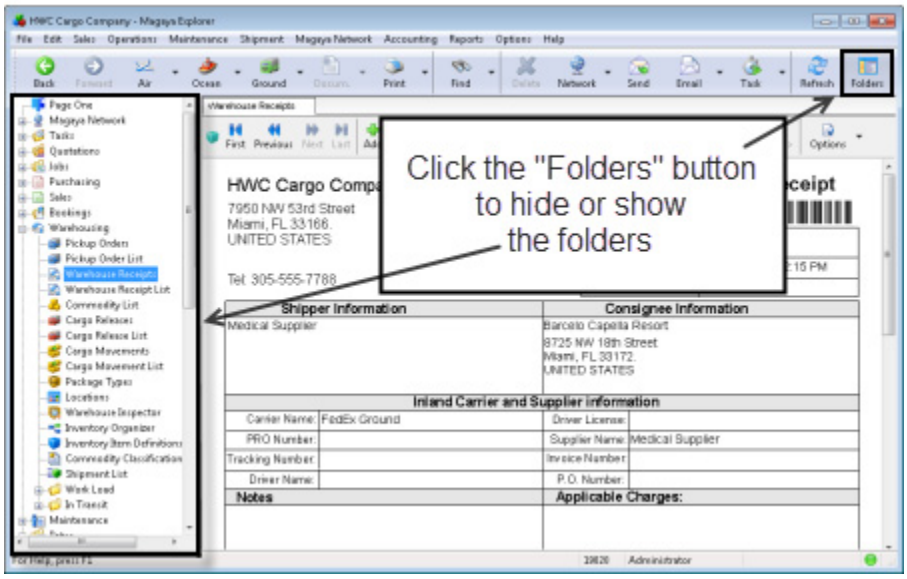
To view folders and subfolders:

- Click the plus (+) sign next to the folder name to expand and view the list of subfolders under the folder heading. (Alternatively, when you click on a folder, the list of subfolders is displayed in the detail pane.)



NOTE: *The folder list may also be called a "tree view". Here we will use the terms "folder" and "subfolder".*

- To hide the folders list, click the "Folders" button on the top toolbar. Click it again to view the folder list.



Hide the Folders list to see a document in the whole frame of your Magaya Explorer. Also widen or reduce the Folders pane by clicking and dragging the line between the Folders pane and the document window.

- Right-click on a folder or transaction to view more options.
- To set permissions for a folder per employee, see the topic "Permissions."

How to Add Folders

Magaya software includes a default set of folders for operations and accounting tasks. You can add folders to Magaya Explorer by following these steps:

1) Go to the location where you want to make a new folder.

2) Click on File.

3) Select New.

4) Select Folder.

5) Enter the folder name.

Some of the folders do not have the Copy function available. If the option is grayed out, that means it is not available for that folder.

For many folders, you can right-click on the folder to access a pop-up menu of functions. The functions vary depending on the folder you are working with.

Some will only have a "Properties" option. Others such as shipment folders have many options.

Magaya Explorer Folders Overview

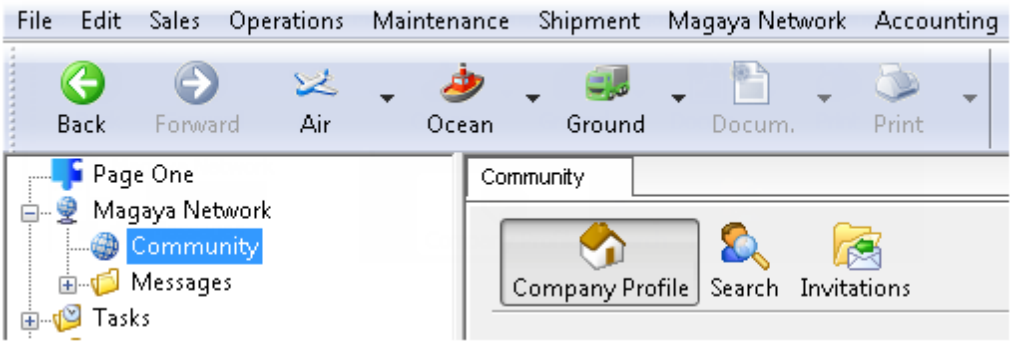
The following defines the default folders and the subfolders available in the Magaya software and provides a brief overview of the functions available in each.

Magaya Network Folder

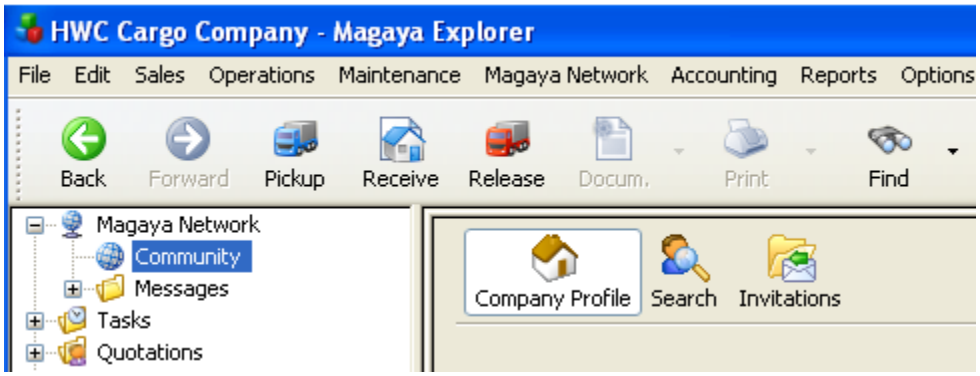
The Magaya Network folder contains two subfolders:

- Community
- Messages

The Community folder allows you to search for other companies that are using the Magaya software. There are three functions in the Community folder:



The buttons on your toolbar may differ from the screenshots, depending on which Magaya product you have.

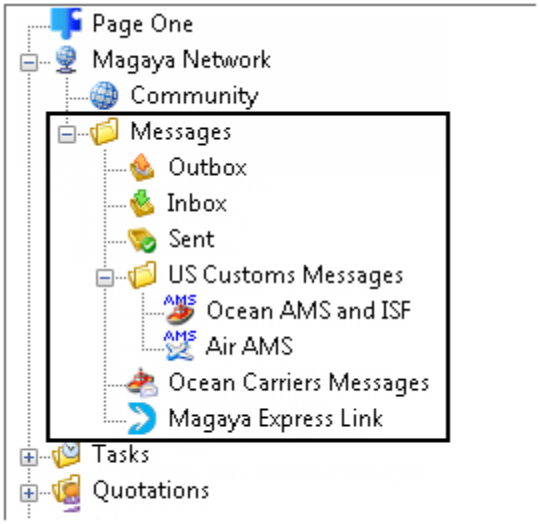


- The first screen in the Community folder is your **Company Profile**. Here you can edit or add information about your company. You can add a description of your company that others in the Magaya Community can read to learn about you. You can enter keywords that will help people find you when they are searching. Keywords can include terms such as freight forwarder, NVOCC, warehouse, etc. Icons on the top corner of the screen allow you to save the profile, reset your changes back to the original, fill in the form automatically based on the information already entered when the Magaya software was installed, and to upload your company profile to the Magaya Network.
- The second feature in the Community folder is **Search**. You can search by company name, country, state or province, city, and/or by keywords. You can use as many or few fields as you want when you search.
- The third feature in the Community folder is **Invitations**. You can send an invitation, see the invitations you have received and accept an invitation or reject (deny) one.

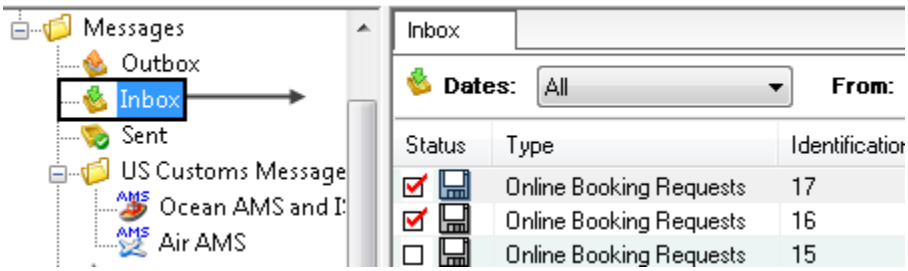
On the right side of the Community screen is a window showing you the Communication Center and a window for Traffic, which shows transactions being exchanged.

For more on the Magaya Network, see the *Magaya Software Communications Manual*.

The **Messages** folder can be expanded to show:



- **Outbox**: Shows messages pending to go out
- **Inbox**: To view messages received such as online Bookings



- **Sent**: To view sent messages
- **US Customs Messages**: To view replies from U.S. Customs about you Ocean AMS/ISF and Air AMS transactions. This will show all messages related to the Automated Manifest System (AMS). Customs functions are explained in the *Magaya Software Communications Manual*.
- **Ocean Carriers Messages**: This displays all the messages sent or received directly from ocean carriers using the Magaya Ocean Carriers Interface with INTTRA plug-in. For details, see the topic "Magaya Ocean Carriers Interface: INTTRA."

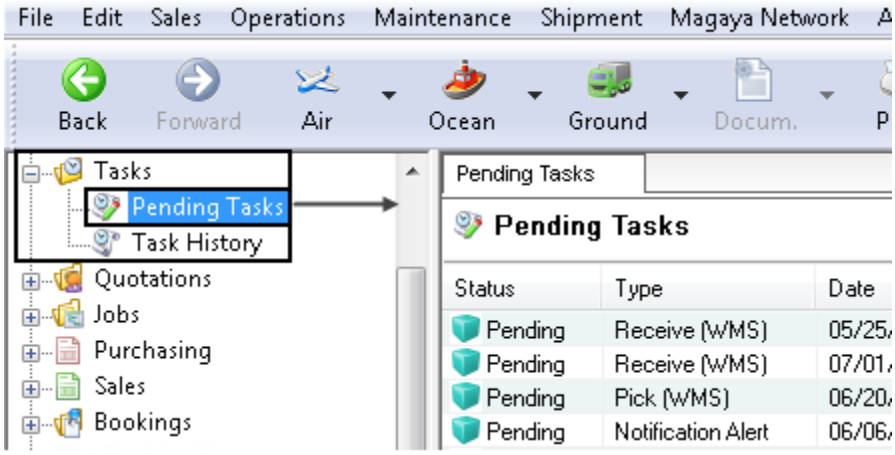
Tasks Folder

Tasks can be created for many reasons such as when cargo arrives at your warehouse and it needs to be unloaded, checked, and put away. Other types of tasks

can be created for other employees, not just warehousing, and can be used as reminders.

The Tasks folder contains two subfolders:

- **Pending Tasks:** View tasks that are not completed. The oldest tasks are on the top of list for easy viewing, and the newest are at the bottom.



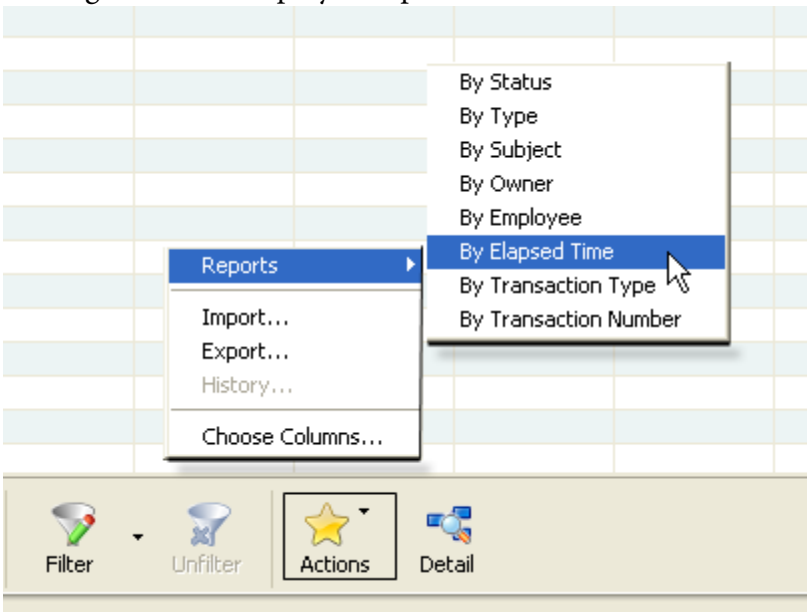
- **History Tasks:** View all tasks. Select the date range to view, or filter the list as needed. Click the "Detail" button to view more about a Task.

To add a new Task, click the "Add" button in the toolbar at the bottom of the list, or click the "Task" button when in a transaction such as a Pickup Order and fill in the information to send a Task to an employee.

NOTE: *The toolbar on the bottom is the same for Pending and History Tasks.*

Reports of Tasks:

Reports about the tasks can be made via the "Actions" button such as a report to see how long it took an employee to perform a task.



Tasks for Magaya WMS Mobile: To send tasks to handheld wireless devices running the Magaya WMS Mobile application, click the "Task" button when viewing a document such as a Warehouse Receipt, Cargo Release, or Shipment transaction. The arrow on the side of the Task button displays a submenu of options. To learn more about using handhelds for scanning bar codes, please see the user manual for the Magaya Supply Chain Solution or Magaya WMS.

Quotations Folder

Quotations are cost estimates for your customers of the services you provide. The Quotations folder contains:

- **Quotations:** This subfolder displays the quotation document.
- **Quotations List:** This subfolder displays the list of quotations and their status.

The toolbar on the bottom contains buttons that allow you to add a new quotation, edit an existing quotation, delete a quotation, filter and unfilter the quotation list, and other Actions. (There is a similar toolbar in all the list views.)

Purchasing

The Purchasing folder shows all the Purchase Orders (PO's).

Sales

The Sales folder includse Sales Orders, the list of items on back order, and the pricing rules and tiers you can use to set prices for sales, etc.

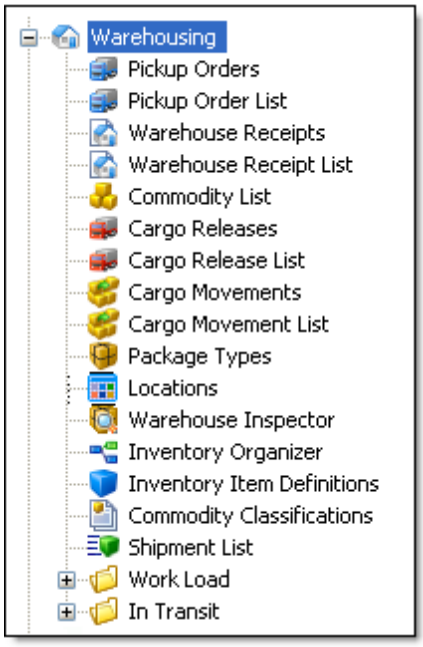
Bookings Folder

Bookings are the reservations your customers make with you for air, ocean, or ground shipments. The Bookings folder contains three subfolders:

- **Bookings**: This displays the document view of a booking.
- **Bookings List**: This displays the bookings that have been created, their status, type (such as ocean or air), and other details related to the arrival and departure, weight of the cargo, etc. To customize the information displayed in the list, click on the Actions button.
- **Trip Schedules**: This displays trips you have scheduled to be executed in the future and trips you have completed in the past.

Warehousing Folder

The Warehousing folder contains different options, depending on which Magaya software product you have.

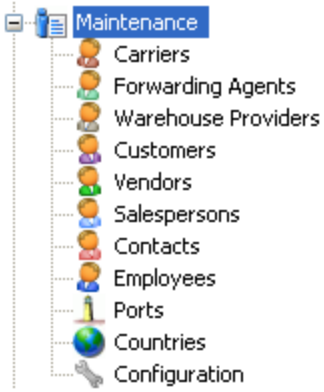


For example, the Magaya Supply Chain Solution contains more functions than the Magaya WMS, which focuses on warehousing.

- Pickup Orders
- Warehouse Receipts
- Commodities (lists and classification)
- Cargo Releases
- Cargo Movements (document and list view)
- Package Types
- Locations in the warehouse
- Inventory Item Definitions
- Shipment List: This allows warehouse employees and others to view shipments.
- The Work Load and In Transit subfolders allow warehouse employees to view shipment information.

Maintenance Folder

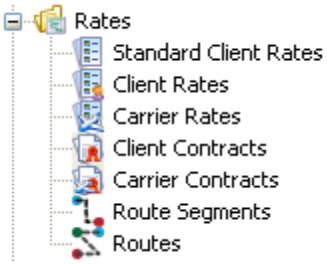
The Maintenance folder contains subfolders of entities such as your customers, vendors, employees, ports, and more, and the Configuration subfolder with options to set up your Magaya system according to your needs. Each subfolder has various actions and reports available that you can access by using the Actions button or by right-clicking on the entity name. The subfolders are:



For details, see the topic "Maintenance Fodler."

Rates Folder

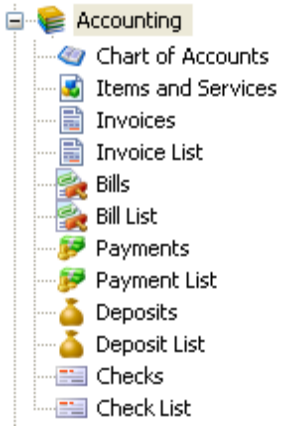
The Rates folder is used to enter your rates for carriers and customers. Routes for multimodal shipments are also saved here.



The Rates are explained in the *Magaya Software Customization Manual*.

Accounting Folder

The Accounting folder contains the following:



- **Chart of Accounts:** This is like a general ledger, listing all accounts and what type they are categorized as (for example "Services" is categorized as Income, and "Utilities Expense" is categorized as Expense). You can add accounts that are specific to your business.
- **Items and Services:** This shows codes for the services you provide such as crating fees and what account name that service is associated with. You can add items and services that are specific to your business, and automate charges. See the *Magaya Softwar Customization Manual* for details.
- **Invoices** (and Invoice List)
- **Bills** (and Bill List)
- **Payments** (and Payment List)
- **Deposits** (and Deposit List)
- **Checks** (and Check List)

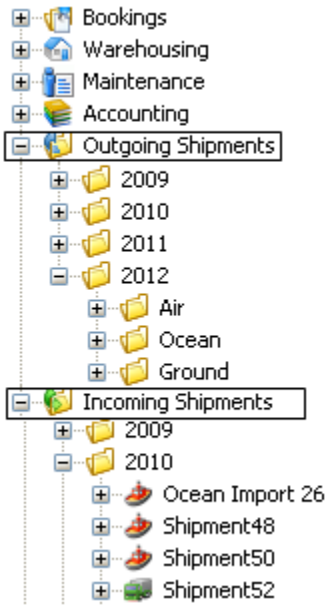
Accounting functions are covered in the *Magaya Software Accounting Manual*.

Outgoing and Incoming Shipments Folders

Outgoing Shipments:

The Outgoing Shipments folder is the place where you will create your own subfolders to organize your outgoing shipments. For example, you may choose

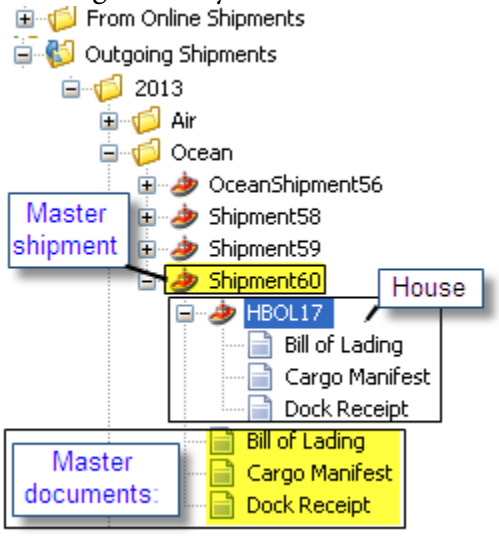
to organize the outgoing shipments by year and month. You may also want to have a subfolder in each month for Air, Ocean, and Ground shipments.



Incoming Shipments:

The Incoming Shipments folder is the place where you will create your own subfolders to organize your incoming shipments. For example, you may choose to organize the incoming shipments by year and month. You may also want to have a subfolder in each month for Air, Ocean, and Ground shipments.

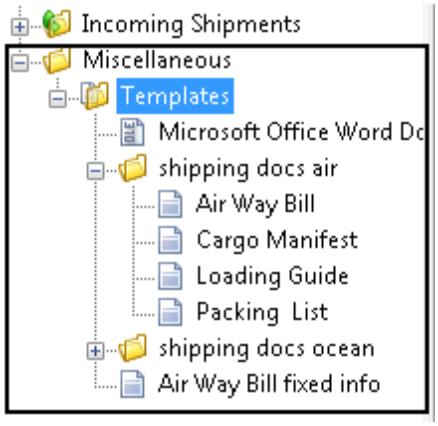
Right-click a shipment folder to see menu options. The Shipment transactions and their documents are organized by House and Master.



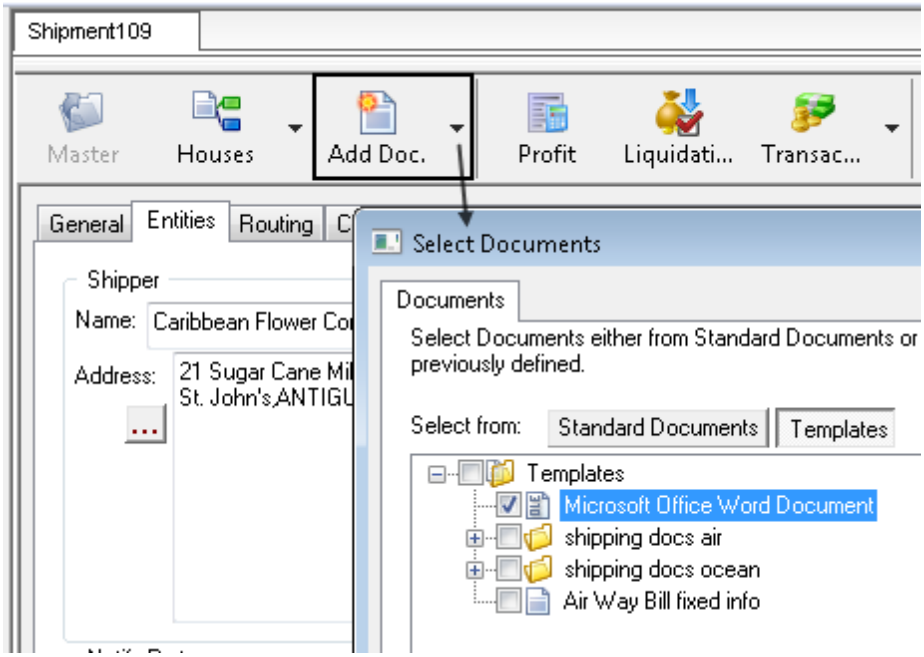
See also: Also refer to the topic "Working with Shipments" to learn more about creating shipments in Magaya software.

Miscellaneous

In the Miscellaneous folder, add templates such as Microsoft Word documents that you want to use in Shipments.



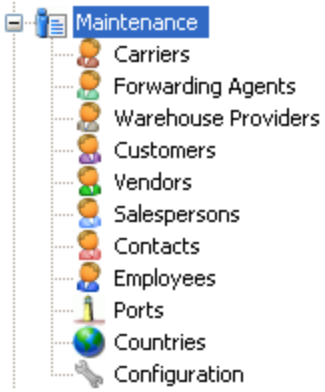
They can be selected from the "Add Document" button on the Shipment toolbar:



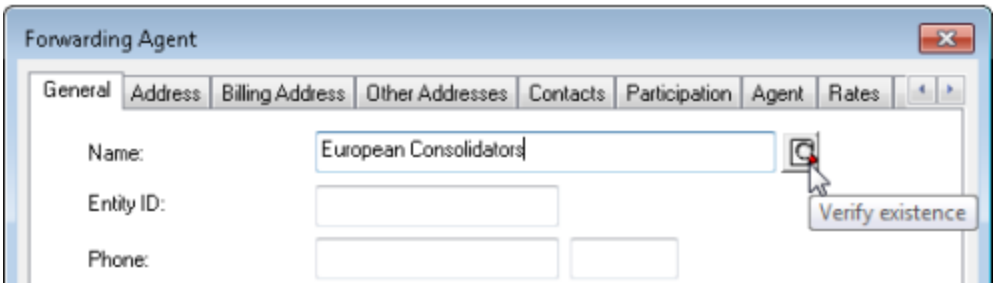
Maintenance Folder

Maintenance Folder Overview

The Maintenance folder contains subfolders of entities such as your customers, vendors, employees, ports, and more, and the Configuration subfolder with options to set up your Magaya system according to your needs. Each subfolder has various actions and reports available that you can access by using the Actions button or by right-clicking on the entity name. The subfolders are:



When you add information into the dialog boxes of this folder, many of the tabs are similar from one entity to another. For example, on the General tab, there is a lookup button next to the entity name field. Click this to see if the entity was already entered in the database, so you can avoid duplicate entries. *Note*: The term "entity" refers to customers, vendors, carriers, and others entered into your Magaya system.



The Entity ID field is usually an internal number that you might use if you need to give a customer or entity a unique number to help identify it. This is especially useful for couriers who may have customers with the same name.

Any entity can be made inactive by checking the "Inactive" box in their profile; this does not delete them but saves their profile if you want to use it later.

The Account number is often used by air carriers and it functions like a customer number.

Learn more about setting up customer account numbers in the Configuration menu > Customer Setup. Also please see the Configuration chapter in the *Magaya Software Customization Manual*.

The Contact name fields (first name and last name) are used to enter the primary contact person for a company or other entity. Additional contacts can be added in the Contacts tab or in the Contact subfolder.

Import Data: Data can be imported into the lists such as your existing customer list. Click the "Actions" button and choose "Import." Then upload a .csv or.xml file. The fields in your uploaded file must match the fields in the Magaya entity profile. For an example, see the topic "Import Invoices" in the Magaya Knowledgebase.

Reports: Reporting functions are available for all the entities in the Maintenance folder. Click the Actions button in the list, or select the report from the main Reports menu at the top of your Magaya Explorer.

Carriers

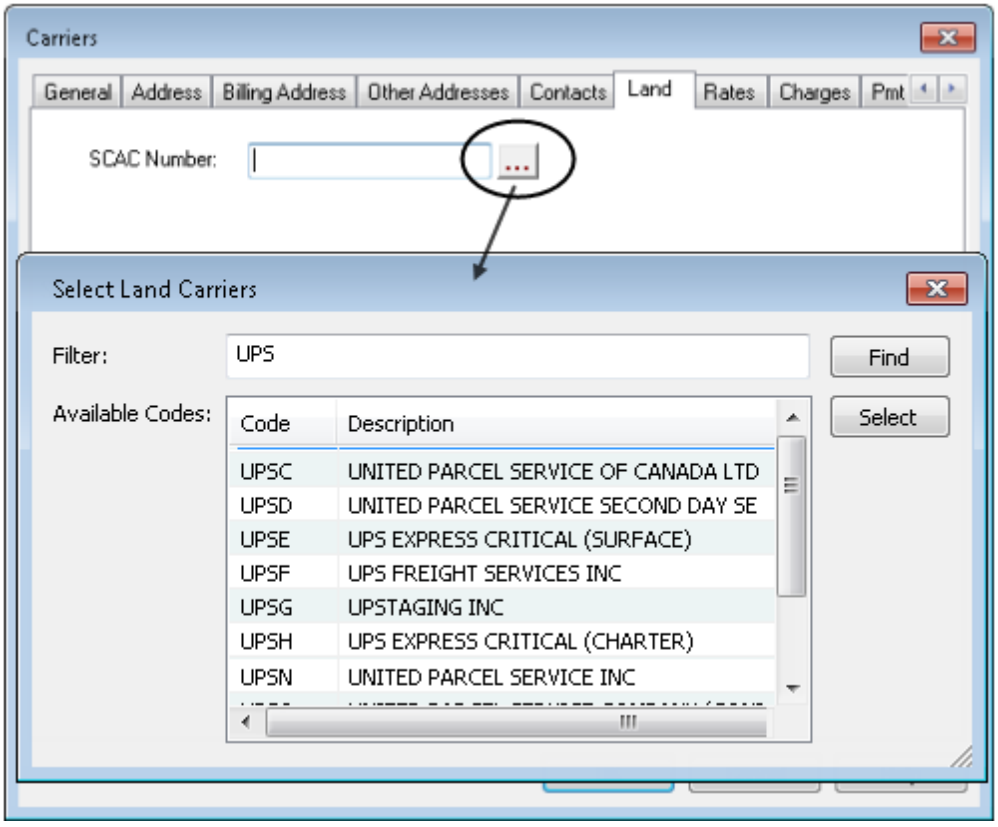
In Carriers, add land (ground) carriers, ocean, and air carriers and their addresses, contacts, rates, customized charges, payment terms, TSA compliance for known shippers, FMC, SCAC number, and more.

SCAC Codes:

SCAC codes are the Standard Carrier Alpha Code (SCAC) is a unique two-to-four-letter code used to identify transportation companies. These codes are used in shipping.

To find an SCAC code for a land or ocean carrier, go to the Land tab for Ground carriers or the Ocean tab for an ocean carrier. Click the button with the three

dots to look up the code. Enter keywords in the "Find" field, click the "Find" button. Select a name from the list, and click the "Select" button.

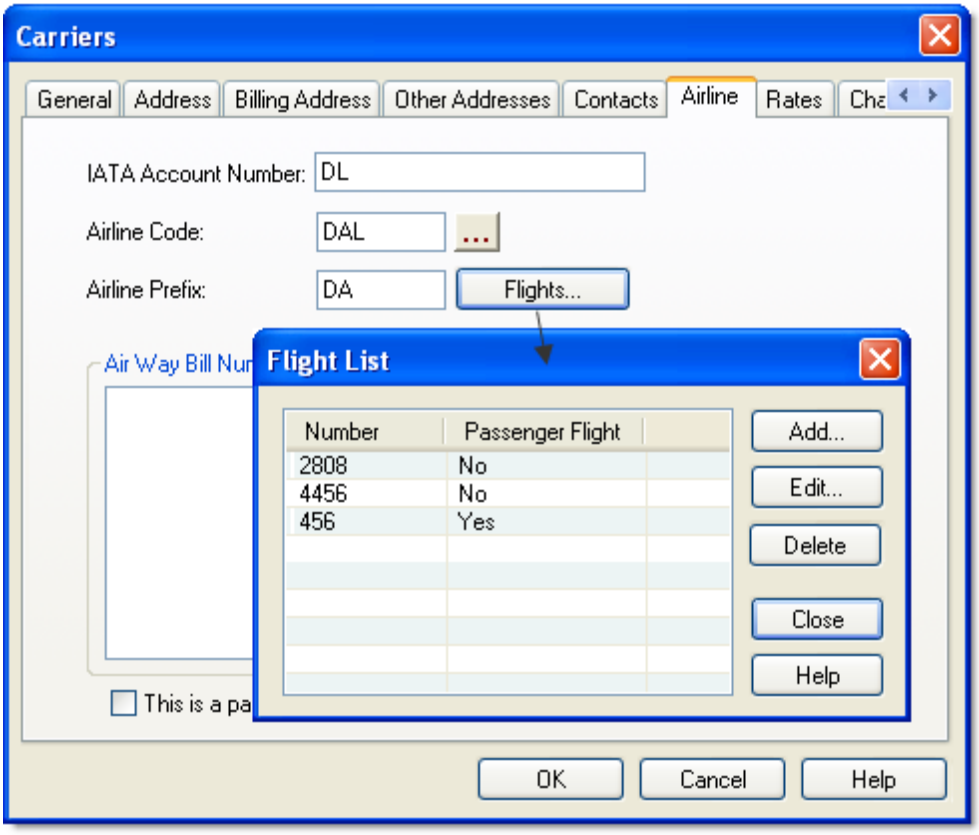


Save the information by clicking the "OK" button in the Carrier dialog box.

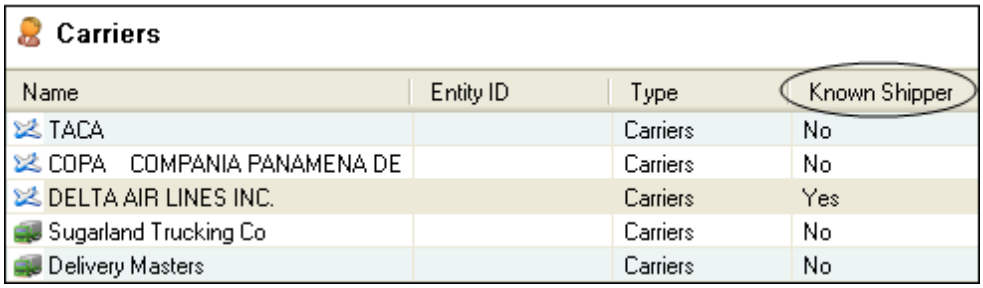
Air Carriers and Known Shippers:

If an air carrier is passenger-only, check the box on the Airline tab in the Carrier profile dialog box. Only cargo from a Known Shipper can be loaded onto a passenger-only flight or a passenger-only carrier. The Known Shipper checkbox is on the "Pmt Terms" tab.

You can assign flight numbers in the "Airline" tab:



In your Carriers list, to view which shippers are Known Shippers, select the column header from the Actions > Choose Columns option:

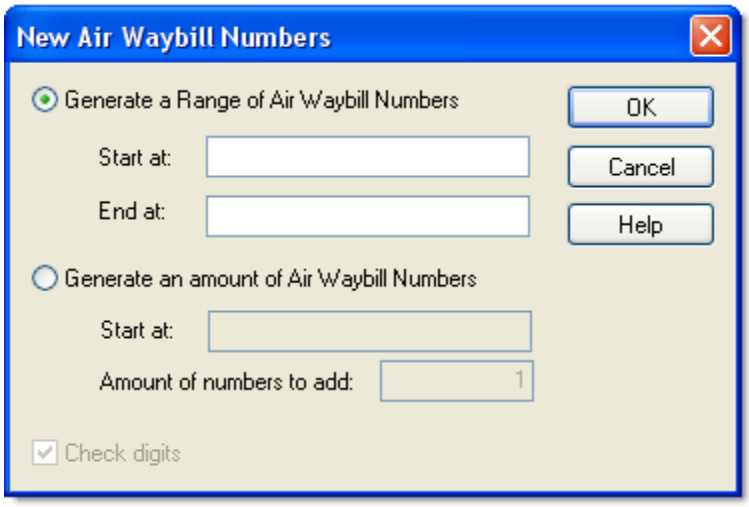


If your company is an air carrier, verify that the Configuration > Company Type is selected as "Air Carrier". This will enable to Air Waybill field to appear on the Warehouse Receipt dialog box.

Air Waybill Numbers:

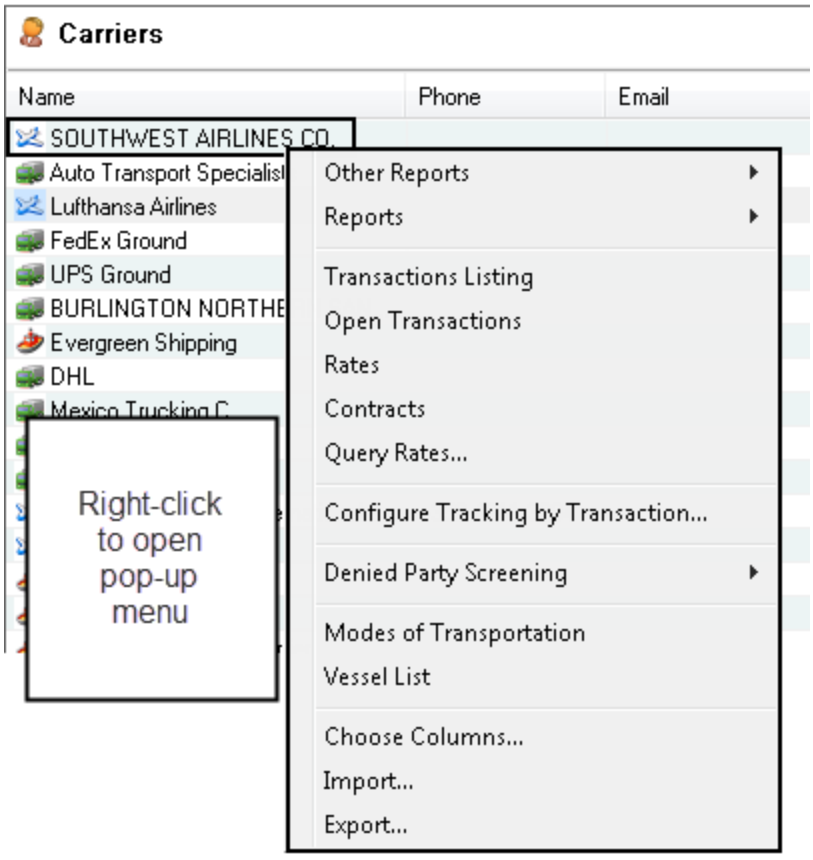
In the Carrier profile: Enter the Air Waybill numbers that your carrier gave you by clicking the "Add" button. Enter the information in the dialog box as needed.

For details on using this dialog box, please see the Configuration chapter in the *Magaya Software Customization Manual*.



If you need to ensure AWB numbers are used sequentially to comply with IATA requirements, see the Configuration chapter in the *Magaya Software Customization Manual*.

For additional options, right-click a carrier name in the list.



Rates:

Rates that carriers give you can be added to a carrier's profile on the Rates tab. Any rate entered here is also saved in the Rates folder.

Carrier rates are explained in detail in Chapter 2 of the *Magaya Software Customization Manual*. Also search the Magaya Knowledgebase for keywords such as Rates, GRI, and Contracts.

Forwarding Agents

Add forwarding agent information such as address, payment terms, participation, assign tracking access, IATA code, FMC, SCAC, TSA number, and more.

Send Documents to Agents: You can also add their Magaya Network ID if they use Magaya software also. This will enable you to exchange Magaya transactions with them, saving work and reducing errors.

If the agent is a known shipper, check the box on the "Pmt. Terms" tab (the payment terms tab), and set their preferred currency (also set in Configuration).

Agent Participation: To learn how to enter agent participation, see the section "Agent Participation" in the Liquidation topic.

Reports: See reports of agent profile by clicking the "Reports" menu in the top toolbar of your Magaya Explorer. See Sales Reports and Profit Reports.

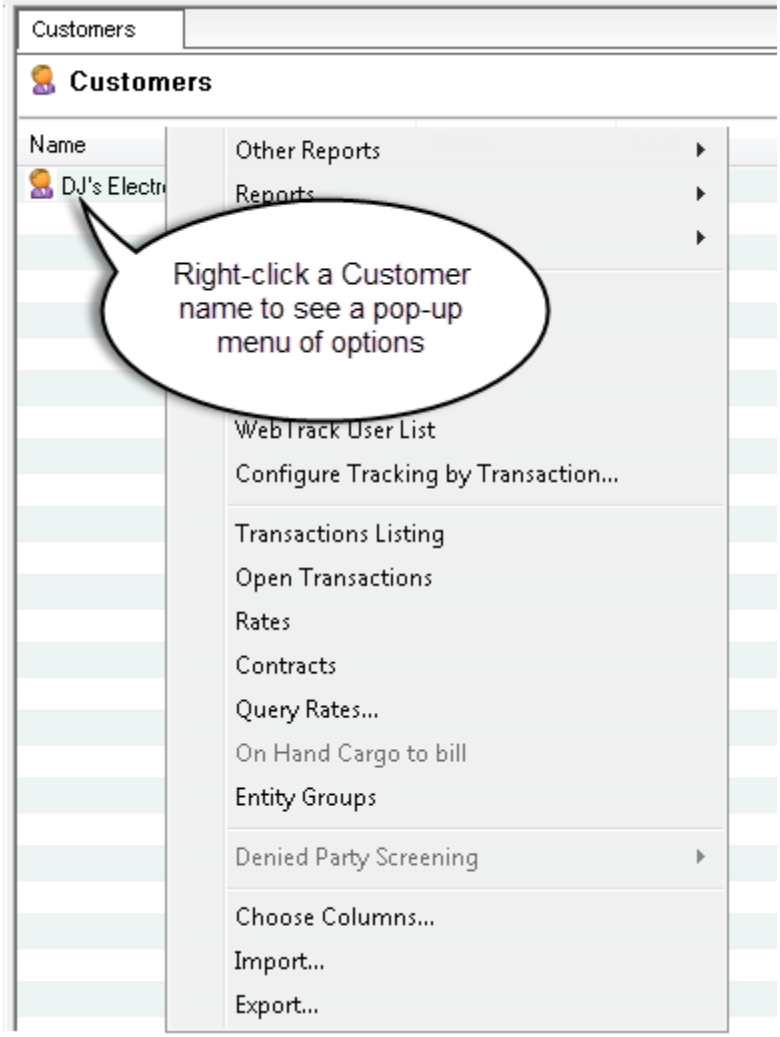
Warehouse Providers

Add contact information for a company that provides you with warehousing services.

Customers

Add Customers: Add contact information, payment terms, rates, assign tracking access, TSA compliance, and more. You can import a list of customer names via the Actions button. For importing steps, see the topic "Import your Customer List into your Magaya System."

Right-click a Customer name to see more functions. Here are a few:

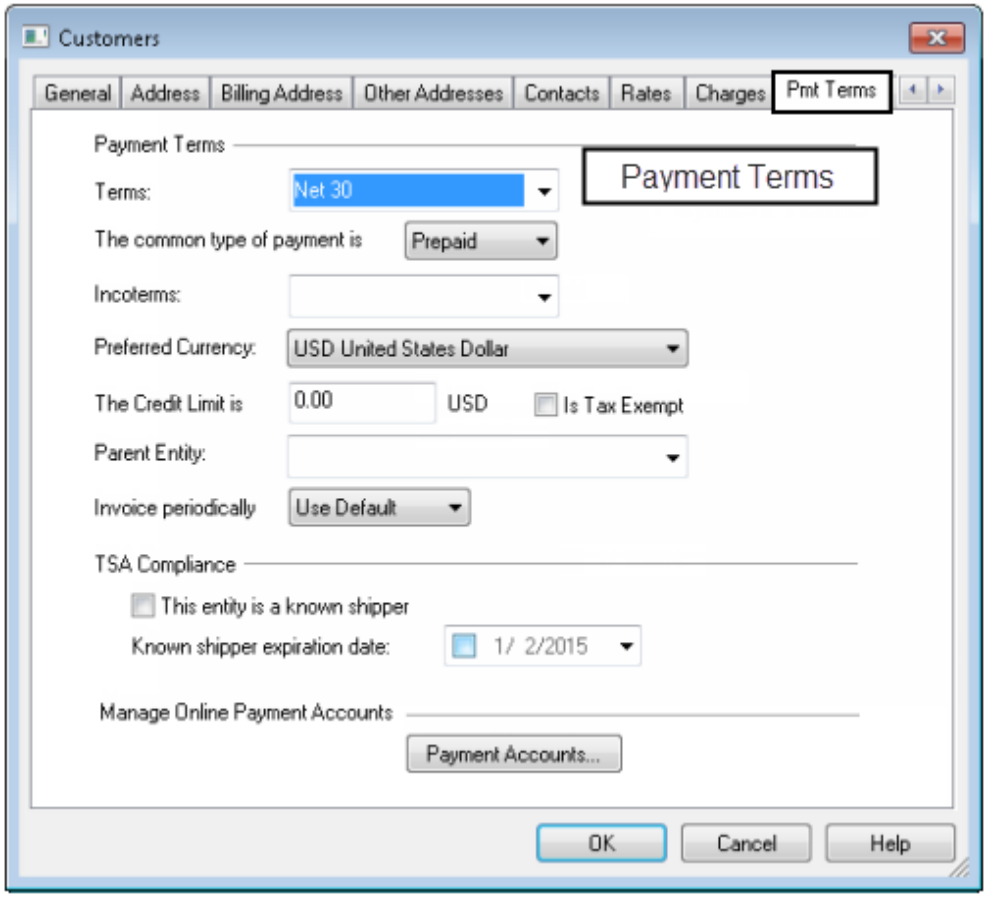


Self-Registration: Allow customers to register themselves on LiveTrack. See the Configuration menu for Customer Setup.

Client Statements: View and print client statements by right-clicking the customer name from the list.

Tracking Access: Set a customer's access to online tracking by right-clicking and selecting "Allow Tracking." Also see Configuration > Customer Setup for more tracking options.

Payment Terms: If a customer is tax exempt, check the box on the "Pmt. Terms" (Payment Terms) tab. Also set the customer's currency preference, credit card, and more.



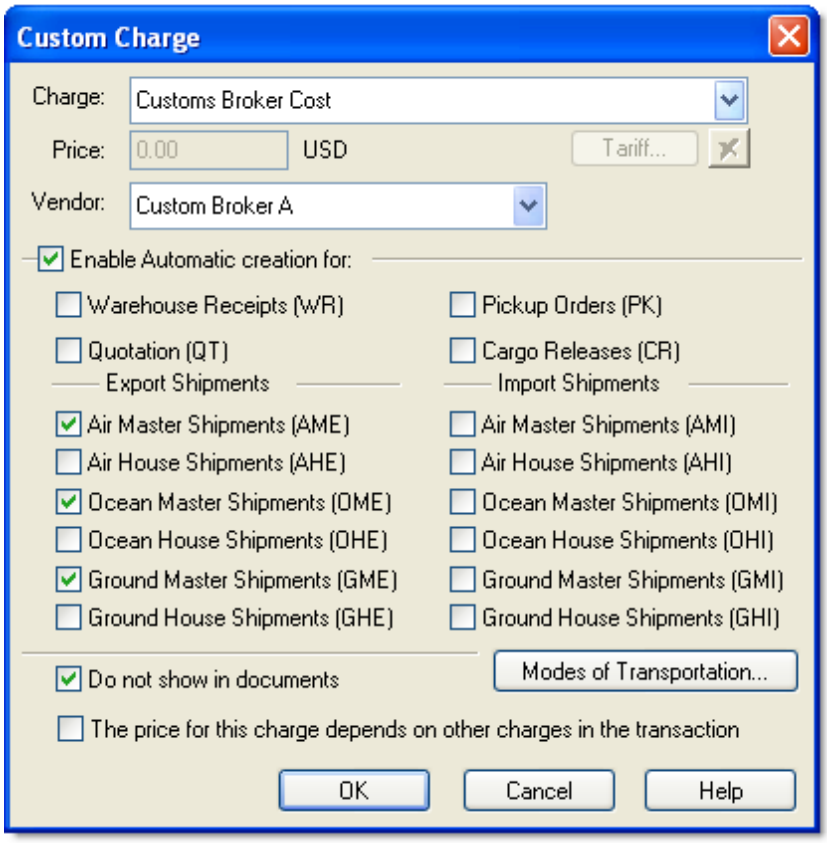
For more customer features, see the Maintenance > Configuration entry for Customer Setup, which allows your customers to register directly from Magaya LiveTrack. See the *Magaya Software Customization Manual*.

Charges: Customize inventory prices for a customer on the "Charges" tab or automate any charge for that customer. Unique account numbers can also be set up per customer. For details on setting payment terms, see Chapter 6 in the *Magaya Software Accounting Manual*.

Vendors

Add vendor contact information and TSA compliance. Examples of vendors would be an accountant, insurance broker, utilities you pay, and other service providers. Periodic billing for vendors can be set up on the "Pmt. Terms" tab. To customize charges for vendors, go to the "Charges" tab (this is the same

dialog box for customers): Click the Add button and enter information in the Custom Charge dialog box.



For more details on custom charges, see the *Magaya Software Accounting Manual*.

Salespersons

Add name, address, participation, and more.

Commissions: To set up salesperson's commissions, see the *Magaya Software Customization Manual*.

Reports: To create a report of salespersons' commissions, click on the Actions button in the Salesperson's list and select the report from the menu. Also see the reports menu on the top of your Magaya Explorer.

Contacts

Use the Contacts folder to add more than one contact person for a Customer, Vendor, or other entity in your Magaya system. You can also add a different contact person for different departments of a single company.

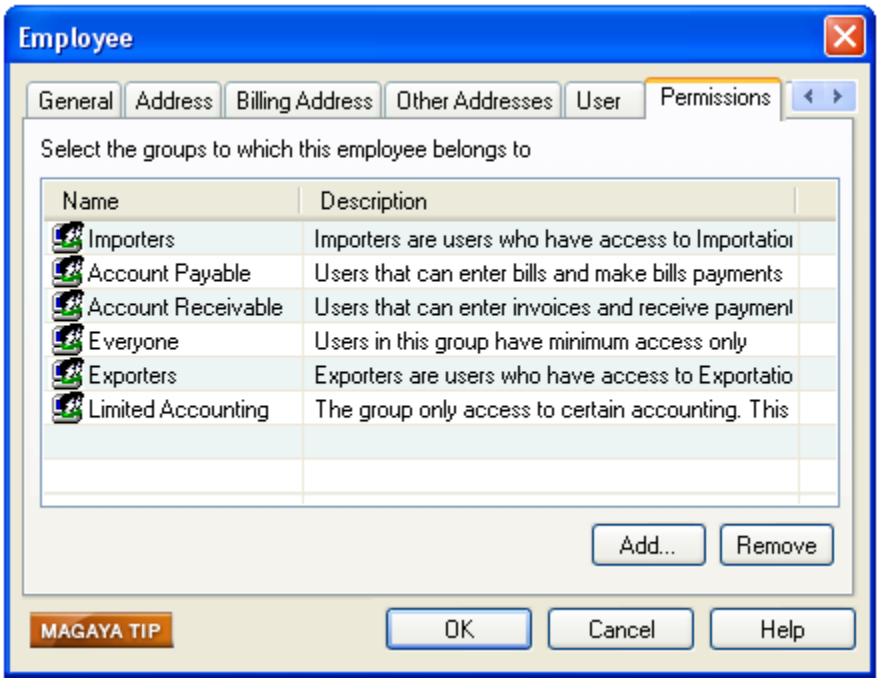
Any Contacts added to the "My Company Info" dialog box appear here. These contacts are not employees, but other parties you need to send information to such as interested parties for a shipment.

Tracking Access: The contact can be assigned as a Magaya LiveTrack user by selecting their name and clicking on the Actions button; choose "Allow Tracking". (You can also right-click on their name to access a pop-up menu.) Enter their password and permissions or restrictions. You can also assign more than one Magaya LiveTrack user per company. Contacts can also be added from any entity screen. For more about using the online tracking feature, see the *Magaya Software Communications Manual*.

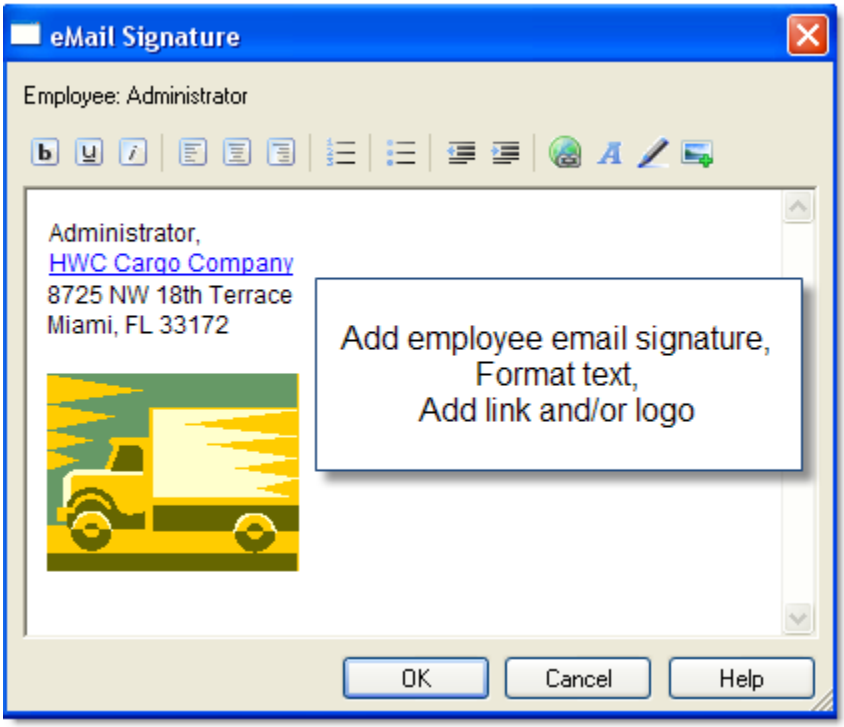
Employees

Add employee name and contact information, citizenship information, assign remote access rights, Magaya system permissions, roles, and passwords.

Permissions: Assign permissions per employee to control access to your data based on the employee's role. See the topic "Permissions" for details.



Email: To add an email signature for an employee, enter their email address and click the button next to the Email field. In the dialog box, add text and format it as you want.

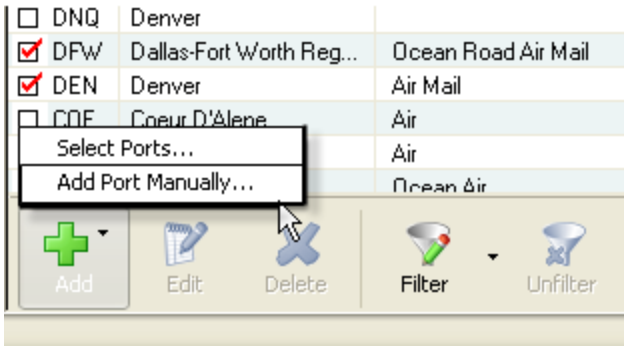


You can set the employee's email signature as the default for email messages they write, or set up a company signature as the default for all email messages sent from your Magaya system: See the option in Maintenance > Configuration > Outgoing Messages. For more details, see the *Magaya Software Communications Manual*.

Ports

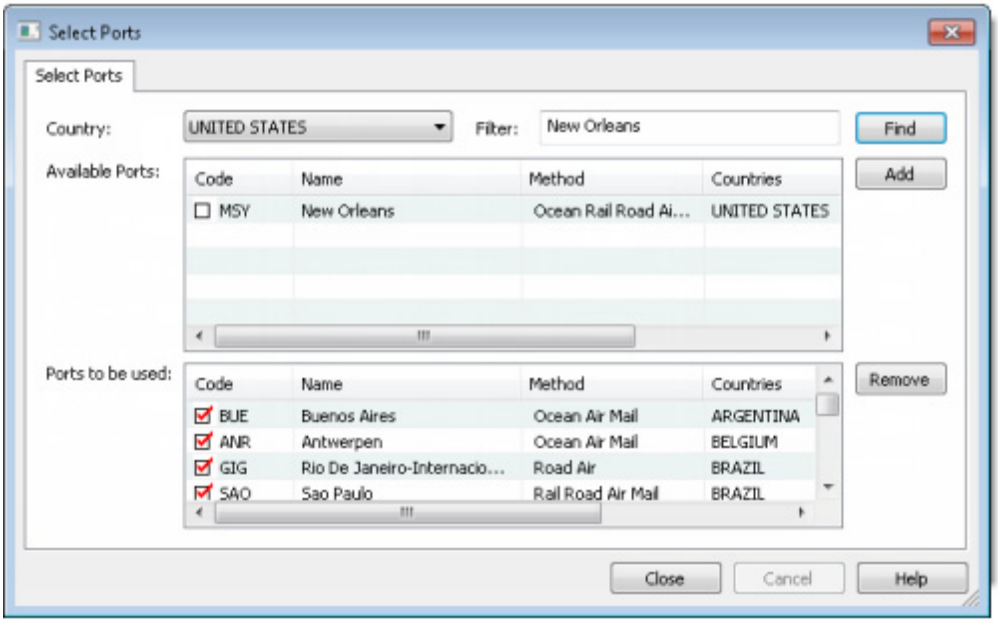
Select frequently used ports so they are easy to find in your dropdown lists in your shipments and other transaction; add additional ports; work with Schedule K and Schedule D code lists; define zones by zip code. Ports can be selected from this list or be manually added.

To select ports, click Add > Select Ports.

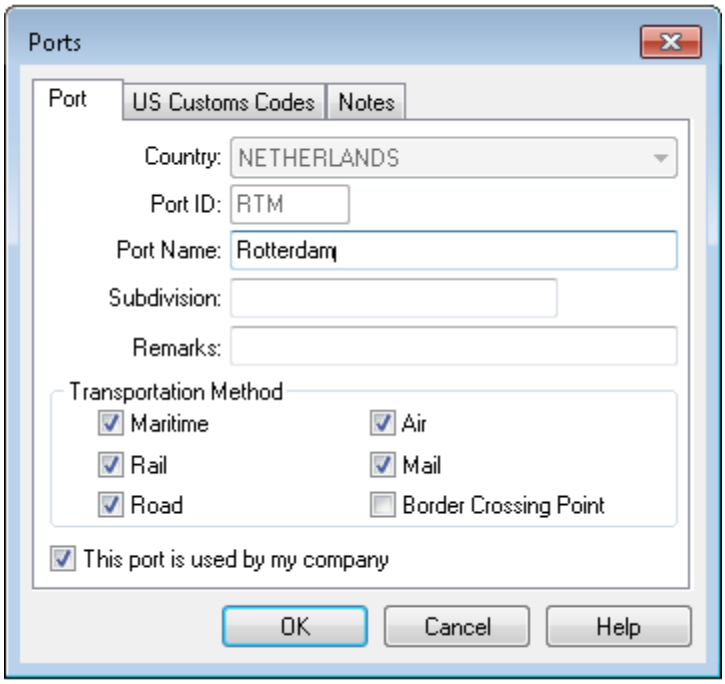


In the dialog box, enter a city or port name in the "Filter" field. Click the "Find" button. The Country field is preset based on the country in your company profile. Change it as needed.

Select the port you need and click the "Add" button. It will be added to the list of ports to be used by your Magaya system.

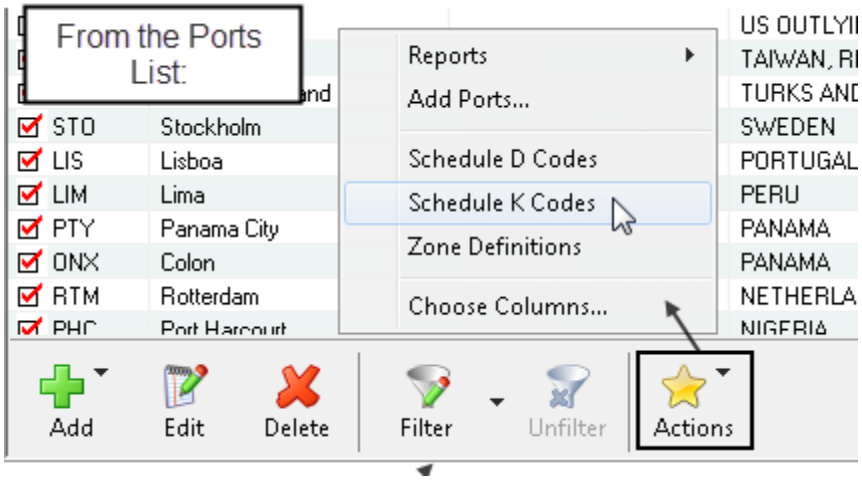


To verify a port has the modes of transport you need, open it to see the details.

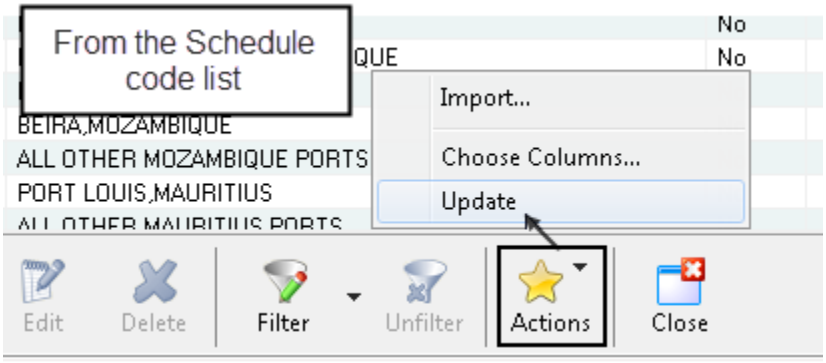


When creating transactions that use ports, only select ports with the modes you need; otherwise you will not be able to use that port in that transaction. For example, if you create an ocean shipment but try to select a port that does not have ocean access, the system will not enable use of that port for that transaction.

Update Ports: The latest Schedule K and D ports are updated regularly, but you can update the list manually by opening the list from the Actions button:



Then click Actions in that Schedule list to update. The Magaya system connects to a Web service and retrieves the current port information so your system is updated.



Note: Schedule D codes are U.S. ports. Schedule K codes are outside the United States.

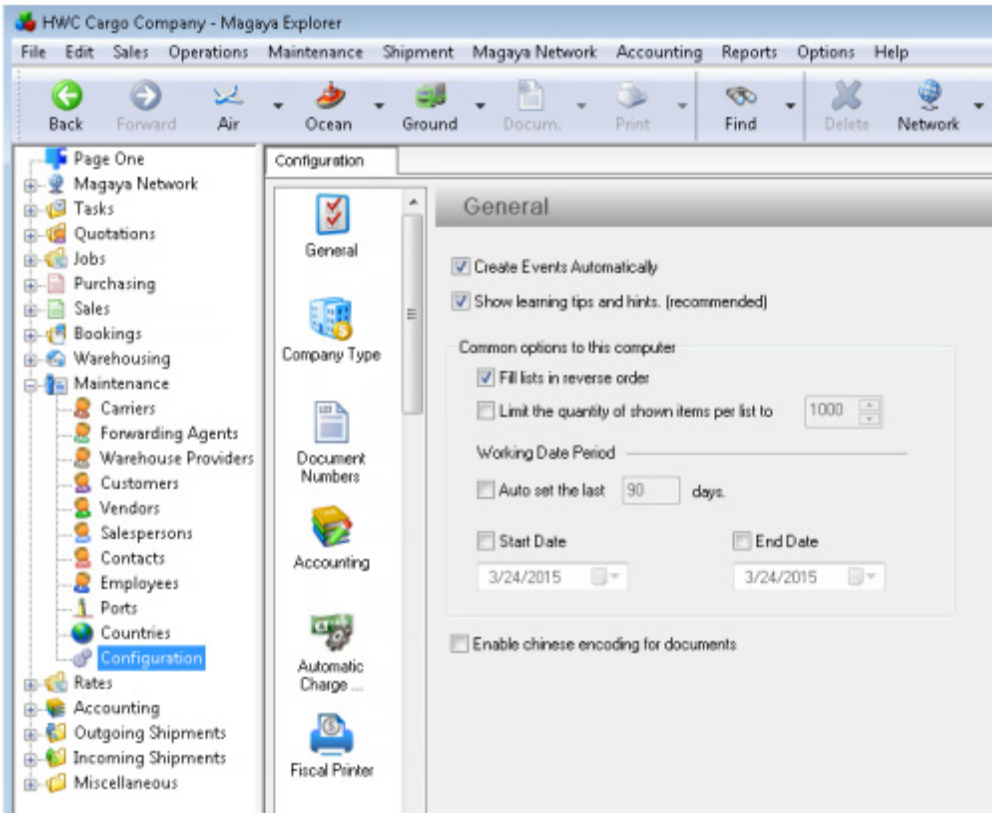
Countries

Add country names, states, and codes.

Configuration

The Configuration menu gives you access to options to customize your Magaya system such as setting up document numbers, transaction tracking, messaging formats, add custom fields, tasks, divisions, events and more. The options in the Configuration menu are explained in the *Magaya Software Customization Manual*.

Users with Administrative rights can access the Configuration menu. Other users can be given specific rights and roles to configure certain features in the system. See the "Permissions" and "Roles" topics for more.

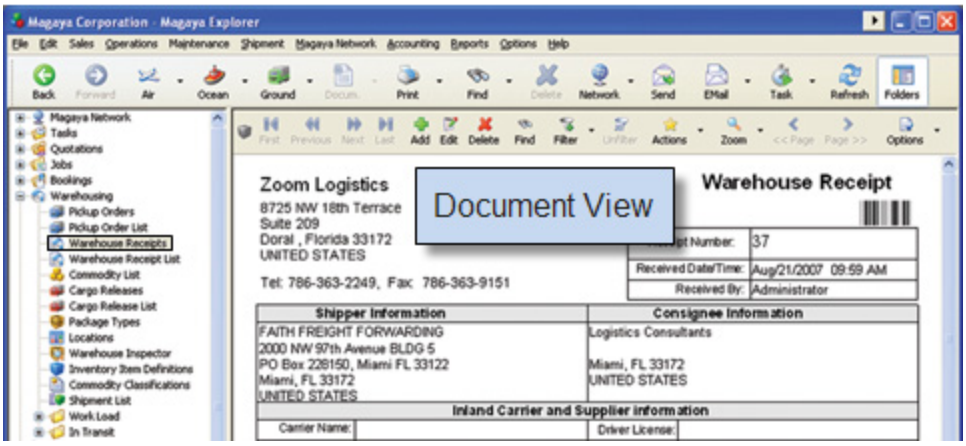


Working with Document and List Views

In Magaya Explorer, you can view documents and lists of documents (and transactions).

To view a document, click on a subfolder (such as Warehouse Receipts under the Warehousing folder). Then a Warehouse Receipt document is displayed in the document view of the Magaya Explorer (see the figure below).

The main toolbar varies depending which Magaya software product you have.



To view a list, click on a subfolder with the word "List" in the subfolder name (such as the Pickup Orders List). A list will be displayed in the list view pane of the Magaya Explorer. Right-click a name to view more options.

Many of the same buttons and options are available when you view the document or the list. For example, you can see the history of a specific Warehouse Receipt (WR) from the list or the document.

Air Waybill Documents: Refer to the shipping topic for information on Air Waybills and the Bill of Lading documents. For details on the standard fields in each of these documents, search the Magaya Knowledgebase for keywords Air Waybill and Bill of Lading. Also see the "Introduction to Logistics" chapter in the user manual for your software product.

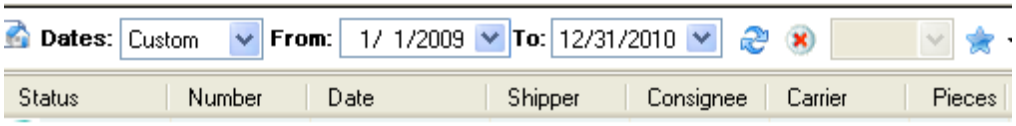
Working with the List View

The List view provides you with many options. You can sort the columns in the list to view the information in a variety of ways. You can search for documents and transactions and run reports.

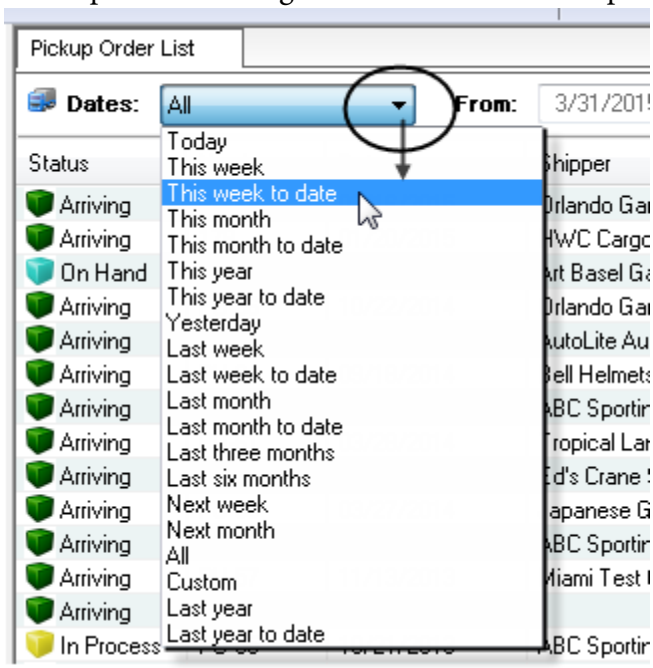
The List view is available when you are working with:

- All the list subfolders under the Warehousing folder such as Warehouse Receipts, Pickup Orders, and Cargo Releases list
- Lists of Quotations, Bookings, the Shipments, and more
- All the subfolders under the Maintenance folder such as Carriers, Vendors, and more
- Many subfolders under the Accounting folder such as lists of Invoices, Payments, Bills, Deposits, Checks and more

Most lists have a **Date range** field at the top of the list. Use the Date range to view the transactions you want to see from a certain time period such as last week or last month.



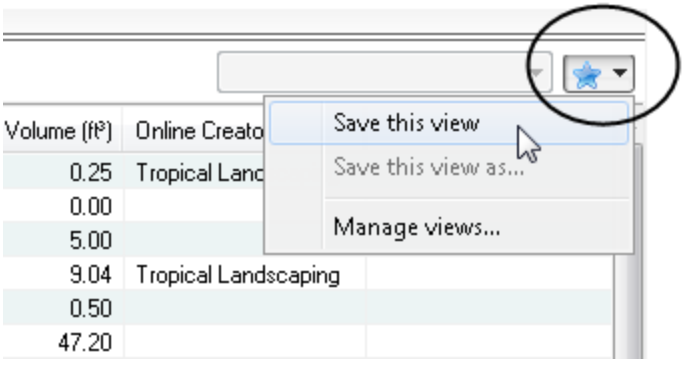
The system includes preset date ranges: Click the "Dates" dropdown menu.



After changing the date in the date fields, click the Refresh button (the blue arrows wrapping in a circle) to load the transactions for the date range.

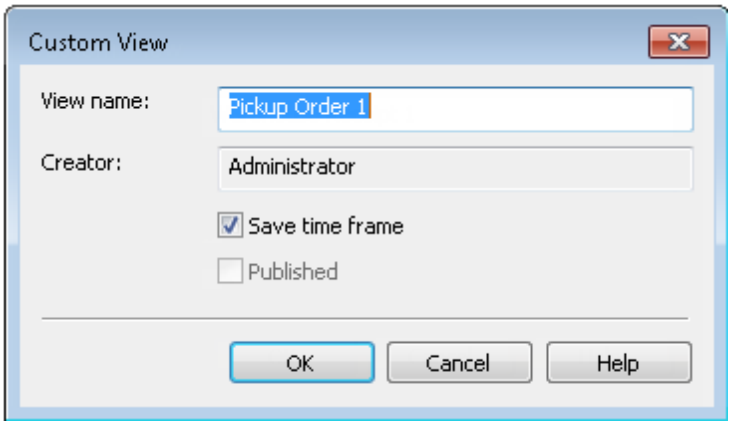
Use the red **Stop** button to stop the search at any time.

Save a List View: To save a view of a list, first **filter** the list and then click the star button and select "Save this View."



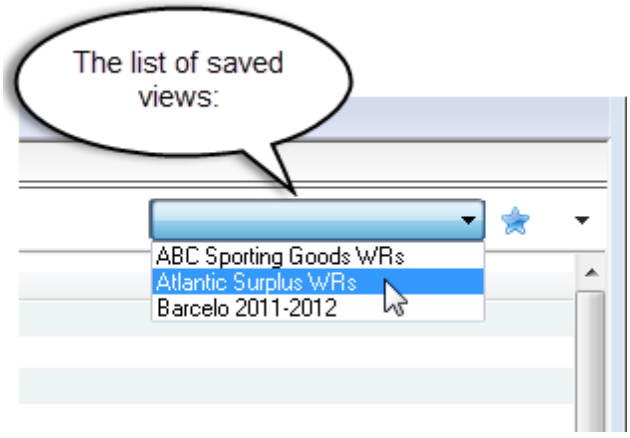
In the dialog box, the system provides a default list name, but you can change the name.

To exclude the date range from the saved list view, uncheck the box for "Save time frame." This means any new transactions for this customer, shipper or other criteria you filtered will be included in the list view any time you display that list at any time.

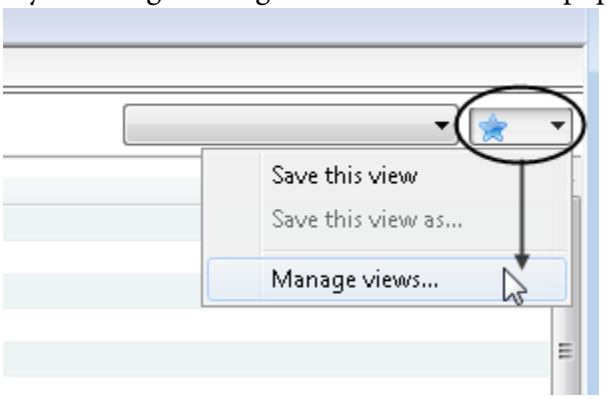


If you want to save a list for for only the time period in the filtered list, check the box "Save time frame." You can add the date to the name of the view when you save it.

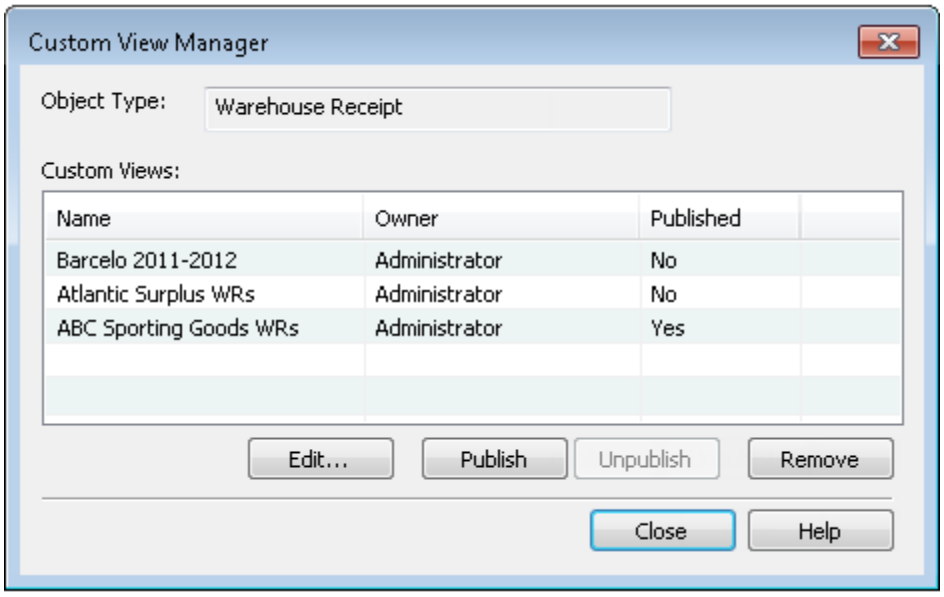
When you save list views, you can view them by clicking the menu:



Manage the lists by selecting "Manage Views" from the star pop-up menu.



A dialog box will open showing the saved views for that list.



Publish a List View for All Users to see: To make a saved list view available to other Magaya users in your network, select it and click the "Publish" button. Any list you save but do not publish is only available for you to see. You can also edit or delete (remove) a saved view. Changes can be made to a saved view.

Other List Features:

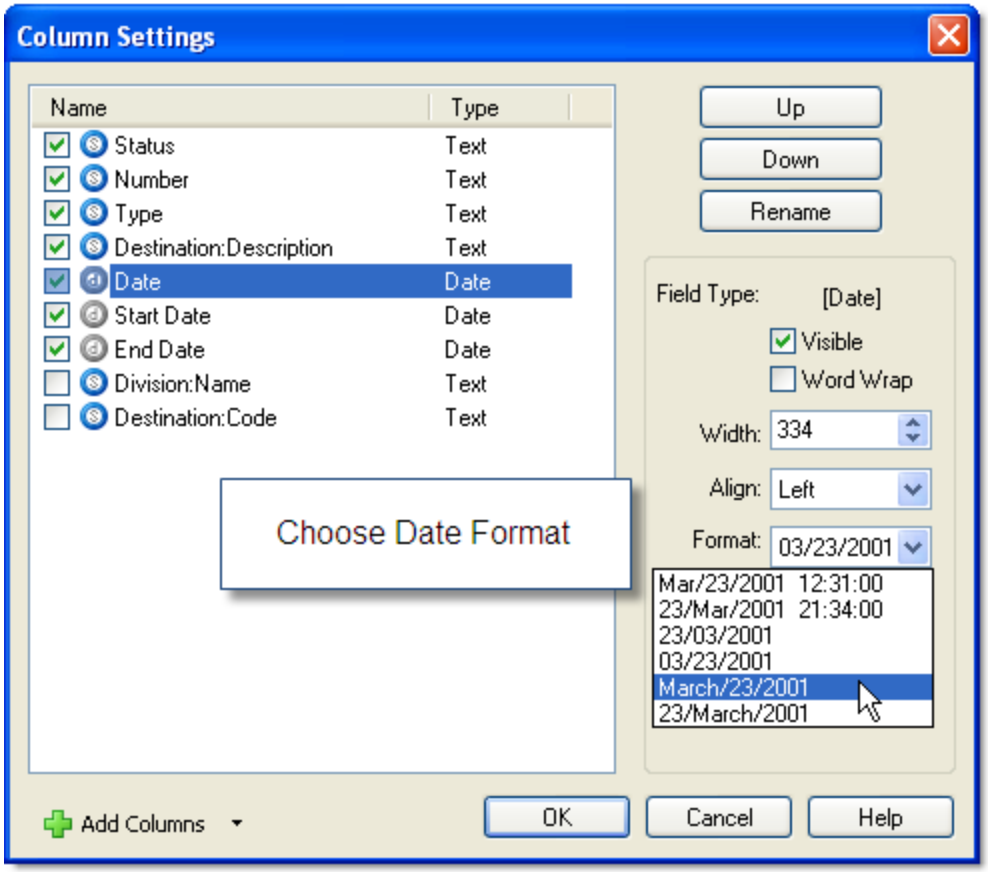
A counter on the bottom of any list in Magaya Explorer tells you how many items are displayed out of a total number of items.

To view all the transactions such as Warehouse Receipts (WR) in the Warehouse Receipt List, select the "All" option in the Dates field on the top of the list. *Note*: Make sure you do not have a filter in place. Click on the "Unfilter" button to clear a filter. Then the Unfilter button will be grayed out.

Columns:

- To **move the columns** to change the order from left to right, click on a column header and drag it to the place where you want it to appear.
- To **customize the columns** in the list to view only the columns you want to see, click on the Actions button.
- You can also **widen or narrow the columns** by clicking on the line that separates the columns and drag the line to the left or right.

Additional customizations of columns is available from the Actions button > Choose Columns. For example, you can change the date format by selecting the date and choosing the option in the dropdown menu:



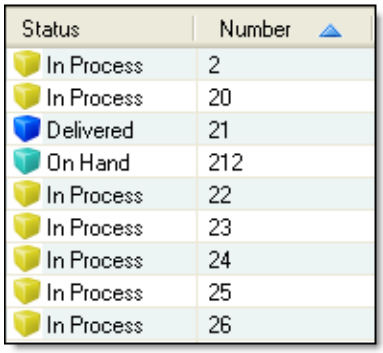
You can also choose columns inside a transaction on the Commodities tab. For example, in a Warehouse Receipt or Shipment, right-click an item in the Commodity List and select "Choose Columns."

Learn more about working with columns in the section "Related Columns."

Sorting in Lists:

To **sort the items in the list**, click on the column heading. For example, if you click on the Status column heading, the items (such as WRs) will be grouped together by status of Pending, Delivered, In Transit, In Process, At Destination, or On Hand (in the warehouse). The Number column groups by letters and

numbers when you click on the Number column header. For example, all WRs that begin with the number "2" are grouped as shown here:



Right-click on an item in a list to access a pop-up menu for that item. This menu has many of the same options as the Actions button.

Status:

The **icons** for commodities in lists indicate the status of the commodity:

- Yellow is In Process (or Ordered)
- Aqua is On Hand
- Purple is Loaded
- Light Green is In Transit (Dark Green is Arriving)
- Red is Received (for example, a shipment is Received when it arrives at the port)
- Blue is Delivered

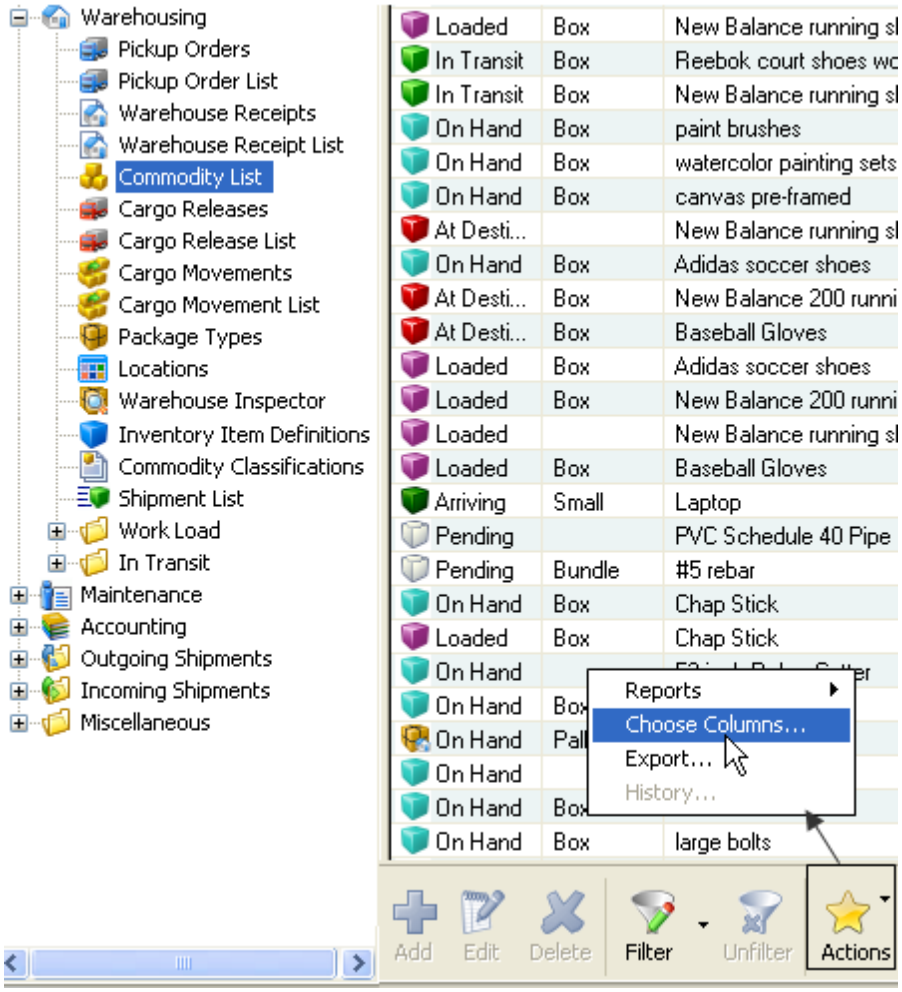
Related Columns

Magaya software gives you the option to add more columns to your list views to customize them so you can see the information you need. You can choose from any columns related to the transaction you are working on. For example, if you are in the Warehouse Receipt List, you can choose columns from any related

transaction, related entity, or other information. When you add the column to your WR List, that column is automatically available to create reports also.

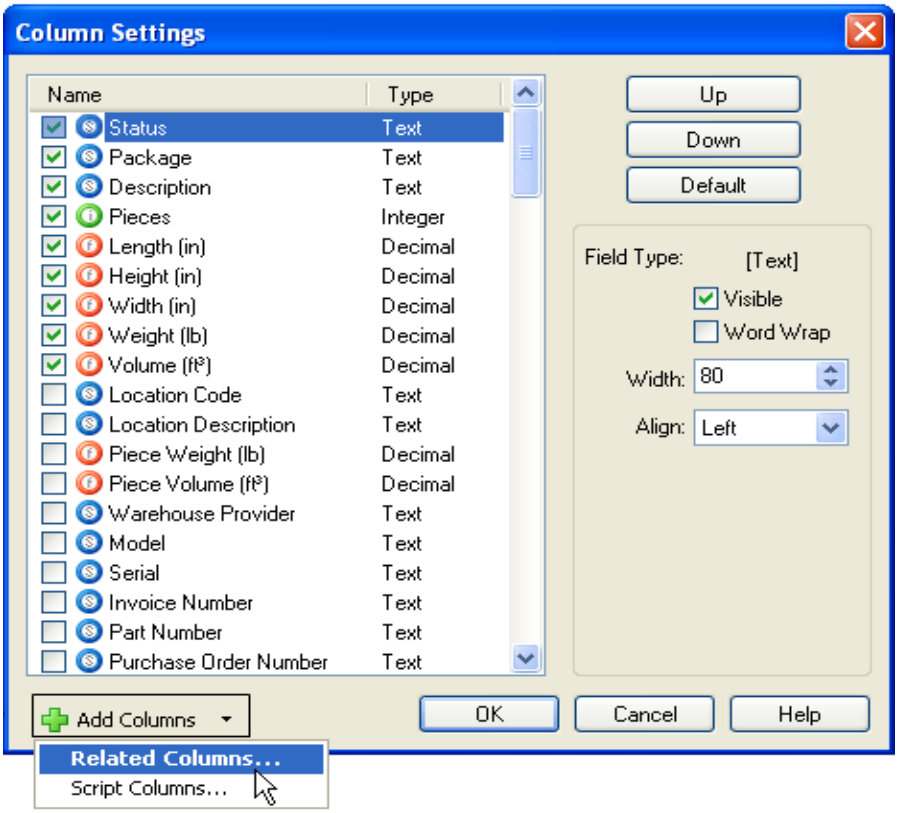
The following example explains how to add more columns to your Commodity List. When you are looking at your Commodity List, you may want to see more information about your commodities. Perhaps you want to know the name of the vessel that shipped the commodities. The following steps apply to this example and to other lists:

1) Go to the Commodity List, click the Actions button and select "Choose Columns".



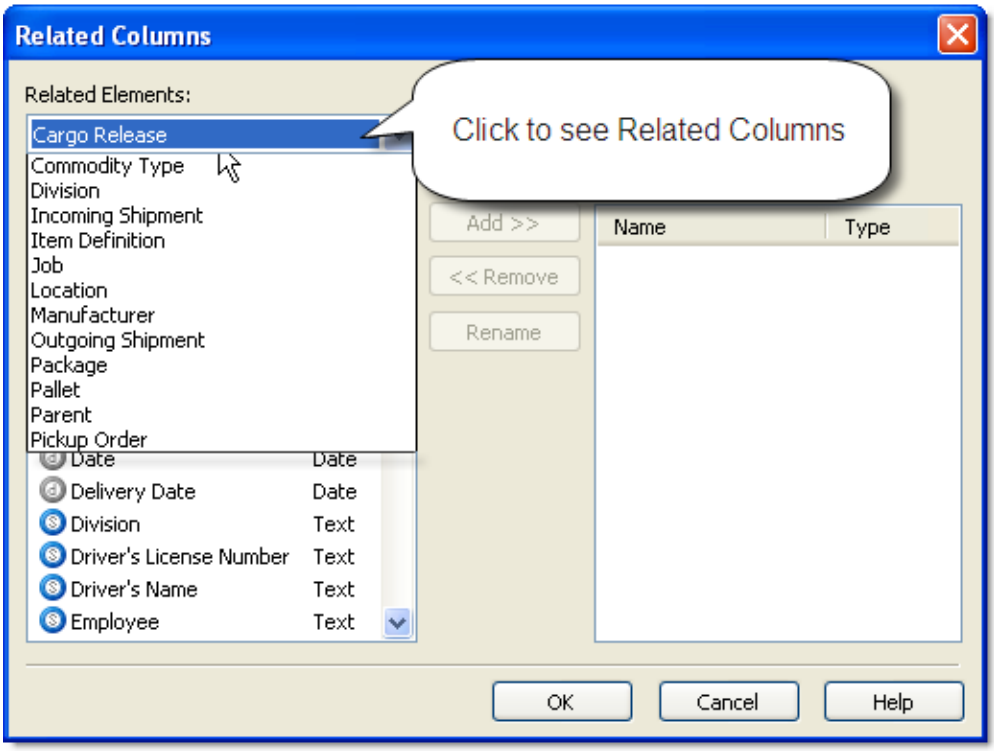
The folders displayed depend on the Magaya software product you have.

2) In the dialog box that opens, click the "Add Columns" button:

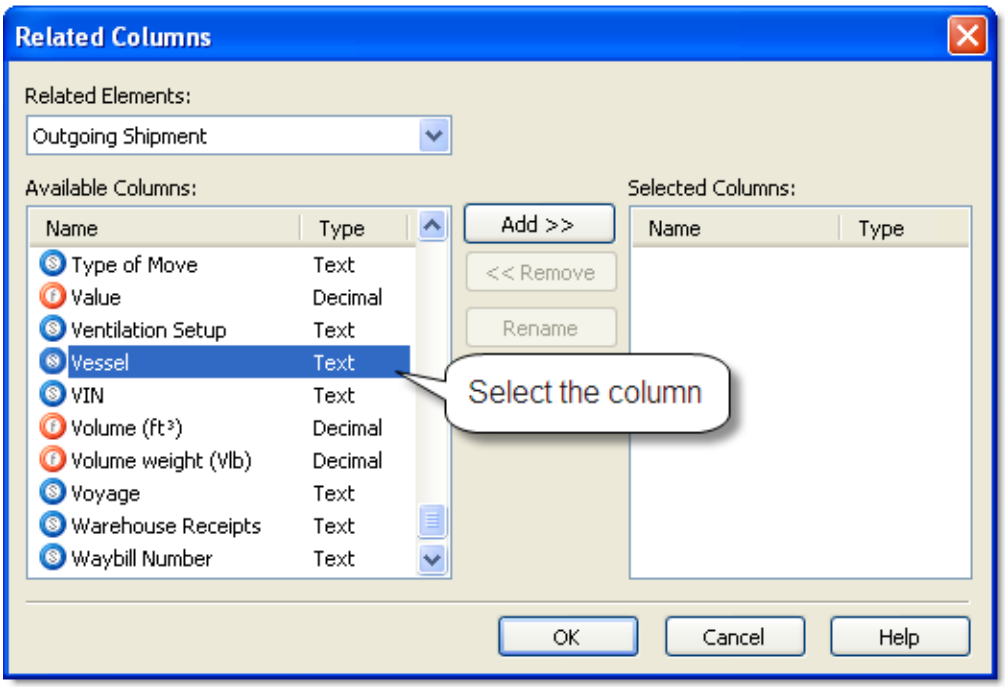


Note: The option "Script Columns" is explained in the *Magaya Software Customization Manual.*

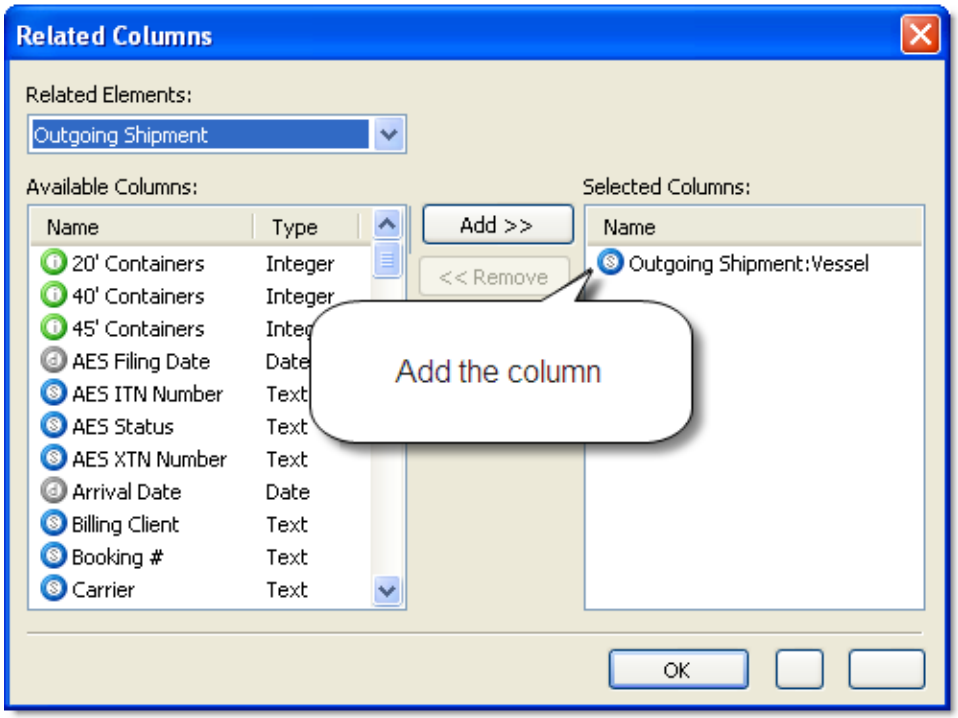
3) A new dialog box opens with additional columns to choose from. These elements are all the transactions and data related to the Commodity List. Click on the dropdown menu of Related Elements and select an element.



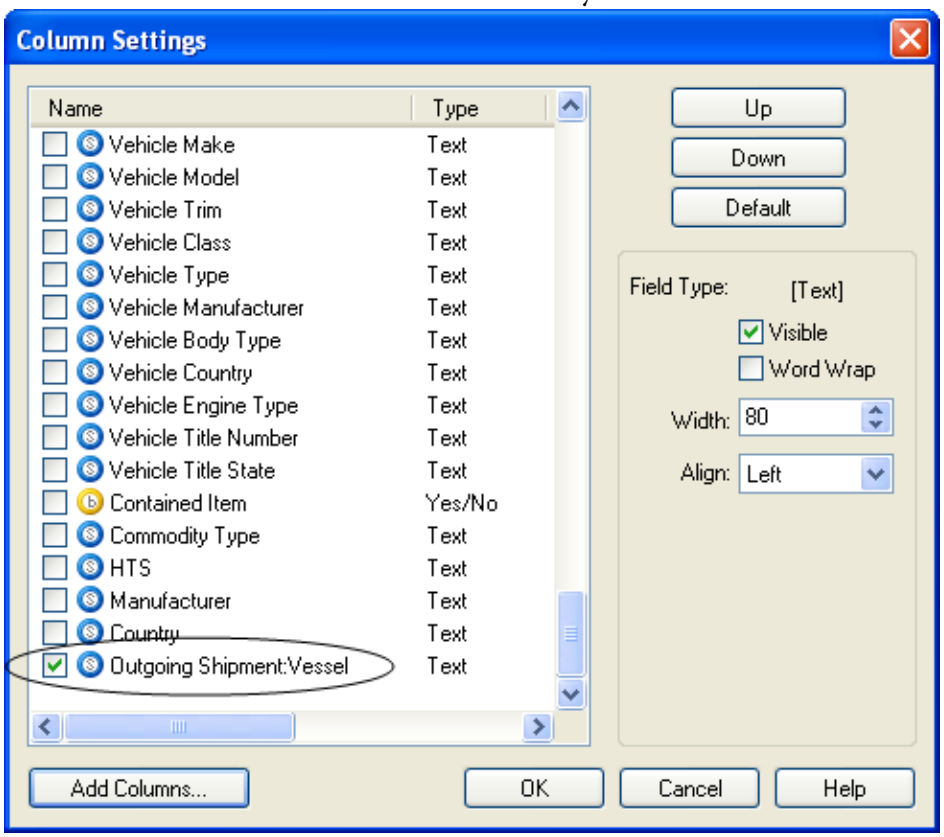
4) Scroll to the column that you want from that Related Element and select it.



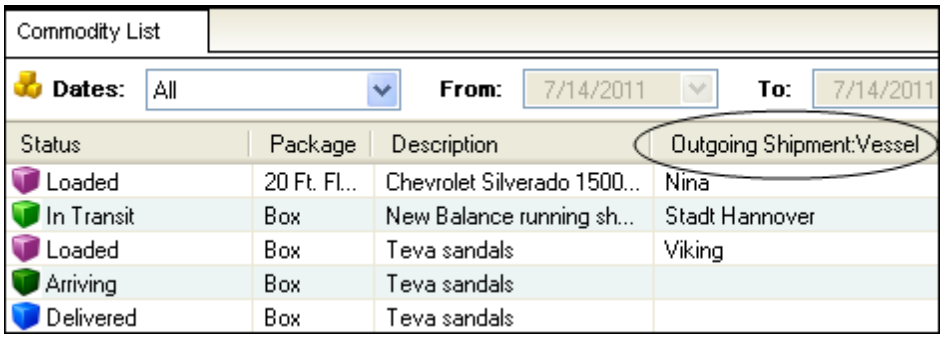
5) Click the Add button to move the selected column from the list of Available Columns to create your list of Selected Columns.



6) Click OK. The column is now available in your list of commodities.



7) Move the column so it appears where you would like it. Click OK. The Commodity List now displays the new column and the vessel which is pulled from the outgoing shipment transactions.

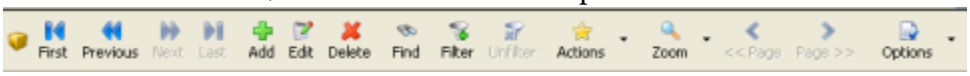


8) The new column is also available to create reports. Click the Actions button and select the new column name.

The report document can be saved, sent over the Magaya Network, or emailed (go to Actions > Reports).

Toolbars in Document and List Views

In the Document view, this toolbar is on the top of the document:



To navigate through documents, click the buttons First, Previous, Next, Last.

Other buttons are Add, Edit, Delete, Find, Filter, Unfilter, Actions, Zoom, Page, and Options.

The icon on the far left indicates the status of the transaction (such as cargo is loaded, delivered, etc.).

When you are viewing a list, a new toolbar appears at the bottom of the screen:

The buttons on that toolbar also appear on the document view on the top of the document. The buttons are: Add, Edit, Delete, Filter, Unfilter, Actions, and Detail (depending on your permissions).

Buttons on the Toolbars

Many buttons have an **arrow** on the side of the button. Click the arrow to access options. (The choice in bold is the default that displays if you click the button instead of the arrow.) When you click a button, a dialog box will open. After you have entered information in the dialog box, click the OK button. The dialog box will close. The information you entered will be saved in the database (and in the form you are working on such as an invoice or Pickup Order).

Add Button:

Use the Add button to add a new transaction of the selected type to the database. When the Add button has an arrow, then options are available. When you click the Add button, a dialog box opens. Enter the information in the dialog box to fill in a form such as Pickup Order or Warehouse Receipt.

The Add button offers options that are specific to the list you are viewing. For example, in Bookings the Add button enables you to specify the type of booking such as Air Booking Export, Ocean Booking Import, etc. In the Accounting folder, the Add button for Payments offers the option to add a Customer Payment or a Vendor Refund. The Add button for Cargo Releases will open a wizard with screens that walk you through entering the information to create a cargo release.

Edit Button:

This opens the same dialog box used when adding new information so you can edit or change information. (Exception: The Cargo Release Edit button will open a dialog box, not the wizard you used to enter information.)

Delete Button:

Enables you to delete or cancel the selected transaction in your list. For example, if you delete a transaction such as a Cargo Release, the items in that Cargo Release will be returned to your system and be available. To view any deleted transaction, go to Options > View Transactions Log. For more on the Transactions Log, see the *Magaya Software Customization Manual*.

Other Buttons and Their Functions:

Printing:

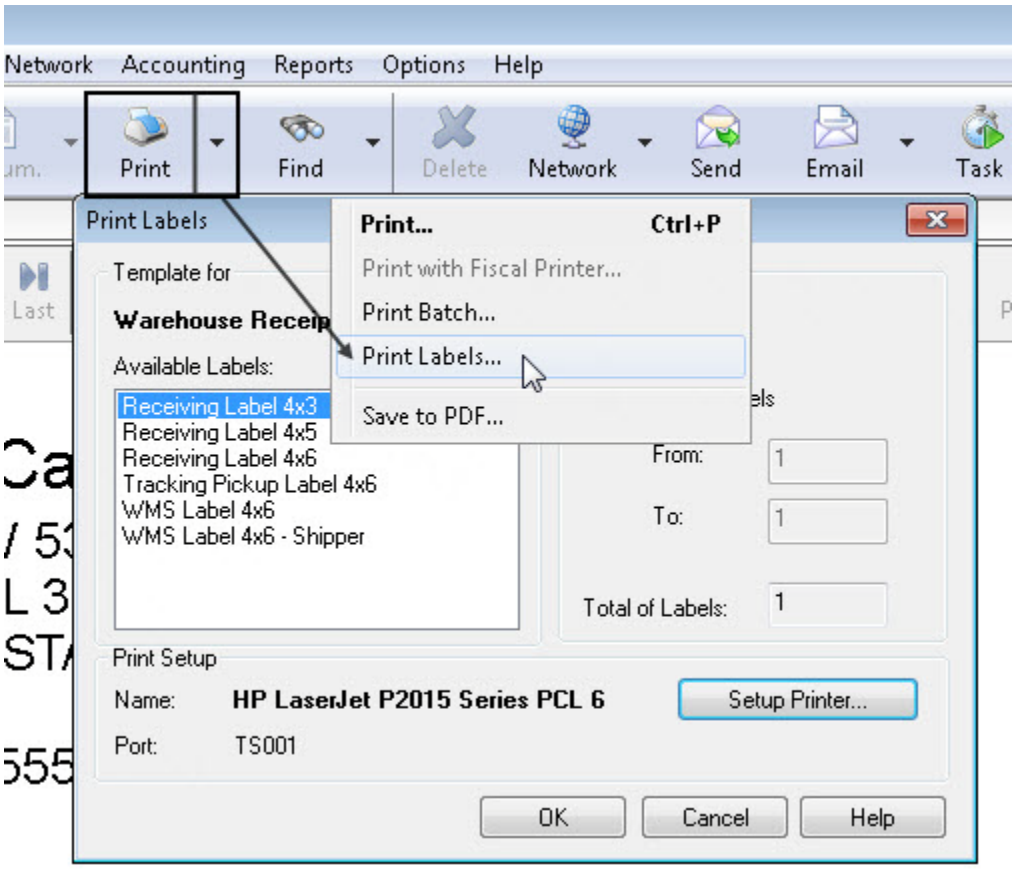
To **print** a document, click on the Print button on the toolbar across the top of the Magaya Explorer. (You can also use the File menu and select Print.)

Print Labels

To print receiving labels from a Warehouse Receipt, go to File (or click on the arrow on the side of the Print button) and select “Print Labels”.

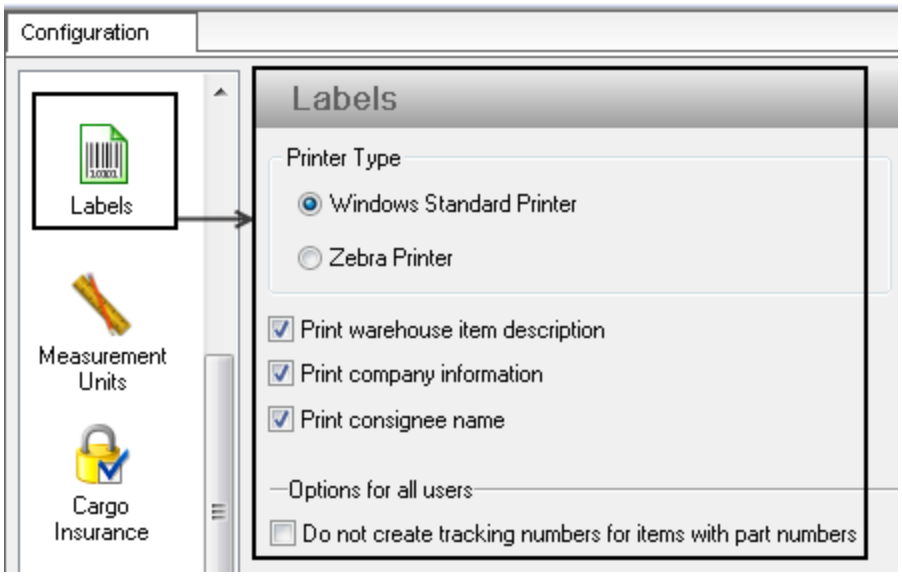
A dialog box opens:

Select the label size and quantity. You can also print a range of labels or all of them.



To change the quantity of labels printed, enter a new number in the “Start” and “End” fields.

Each label will print with the options checked in the Configuration menu: The warehouse item description, the company information, consignee name, and a bar code.



Note: If using the Zebra printer, it must be shared and you will need to enter the computer name and printer name where the printer is located under the port.

For a current list of document printers that are recommended for Air Waybill printing and for label printers that are compatible with Magaya, please contact your Magaya Logistics Advisor. Also see the topic "Air Waybill Printing Tips" in the Magaya Knowledgebase: http://knowledge.magaya.com.

Customize Labels:

Labels can be customized as needed by using the Magaya Document Designer. To open the Magaya Document Designer, click the Actions button from a document view such as the Cargo Release. Click "Select Template." A dialog box opens. Click the "New" button. The Magaya Document Designer opens. Select the label to customize. This enables you to create a new label.

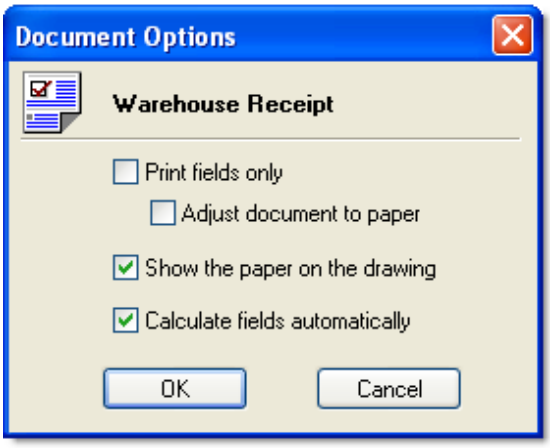
To edit an existing label, click the "Open" button in the top menu of the Magaya Document Designer. Select the label such as the "WMS4x6" and then save it under a new name. For full details on working with the Magaya Document Designer, search in the Magaya Knowledgebase: http://knowledge.magaya.com for the keywords "Magaya Document Designer" or see the Magaya Software Customization user manual. The Magaya Document Designer can also be opened from your computer's Start menu by navigating to the program in the Magaya folder.

This label shows the WR number:

A label can be customized to show the Air Waybill number.

To email a document, click on the Email button on the toolbar across the top of the Magaya Explorer interface. See the topic "Batch Email"

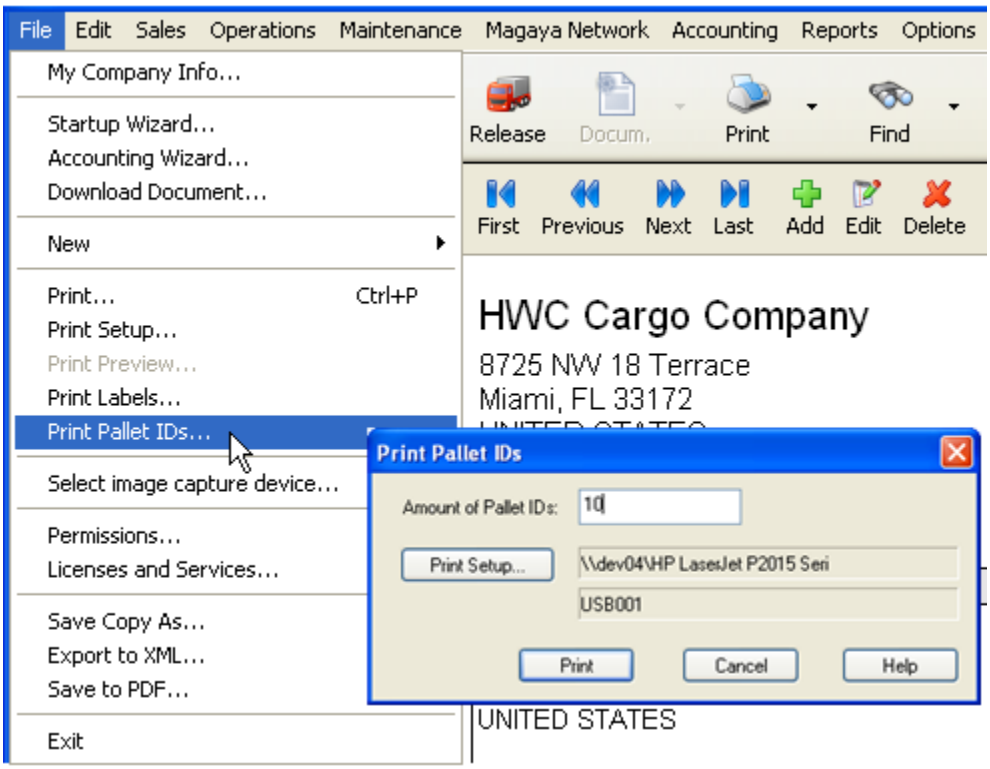
The **Options** button enables you to print only the fields of a form or document and the option to calculate the totals in the fields of a form automatically.



Select any options needed. The defaults set are: Show the paper on the drawing, and Calculate fields automatically. *Note*: The Options dialog box will show the name of the document you are working on such as a Warehouse Receipt or Cargo Release.

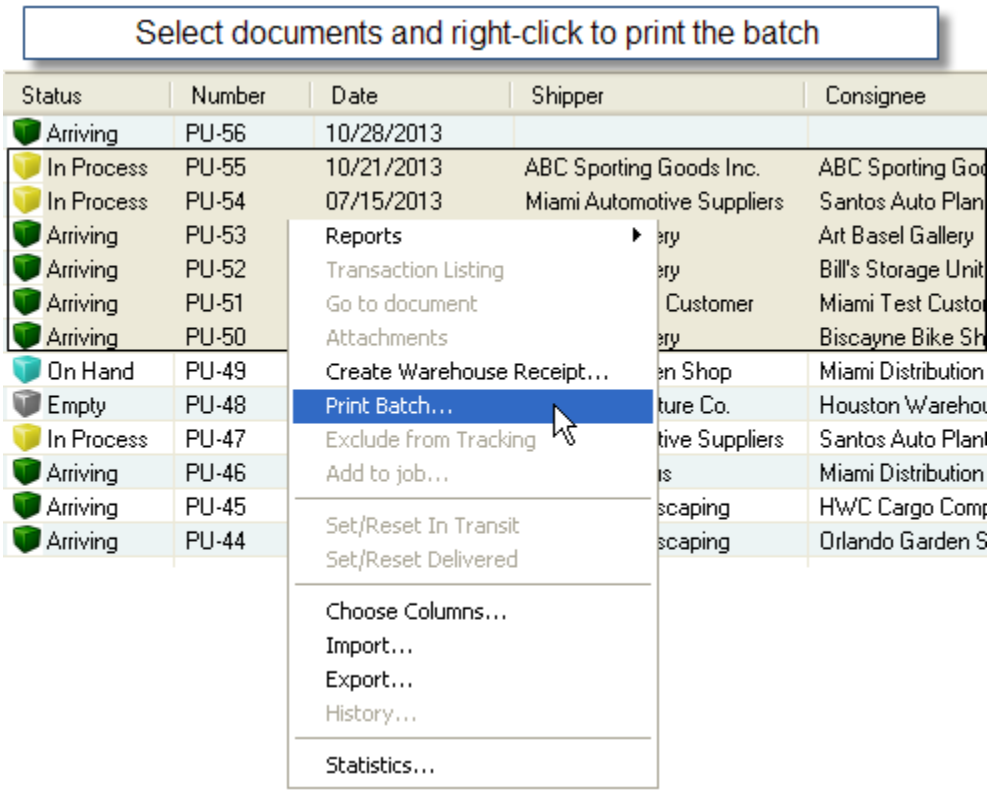
Print Pallet IDs:

To print pallet IDs, go to File > Print Pallet IDs.

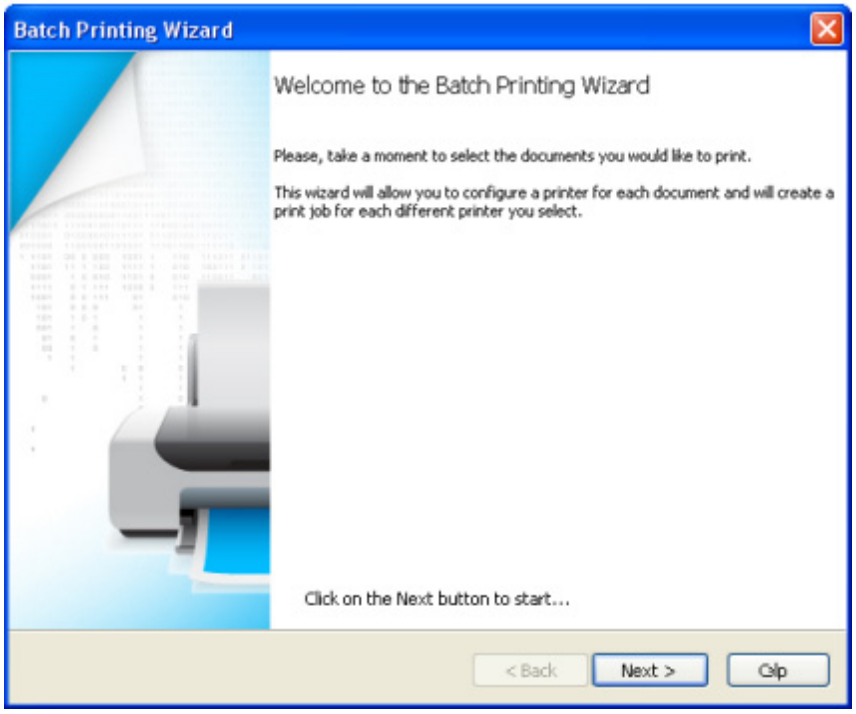


Batch Print

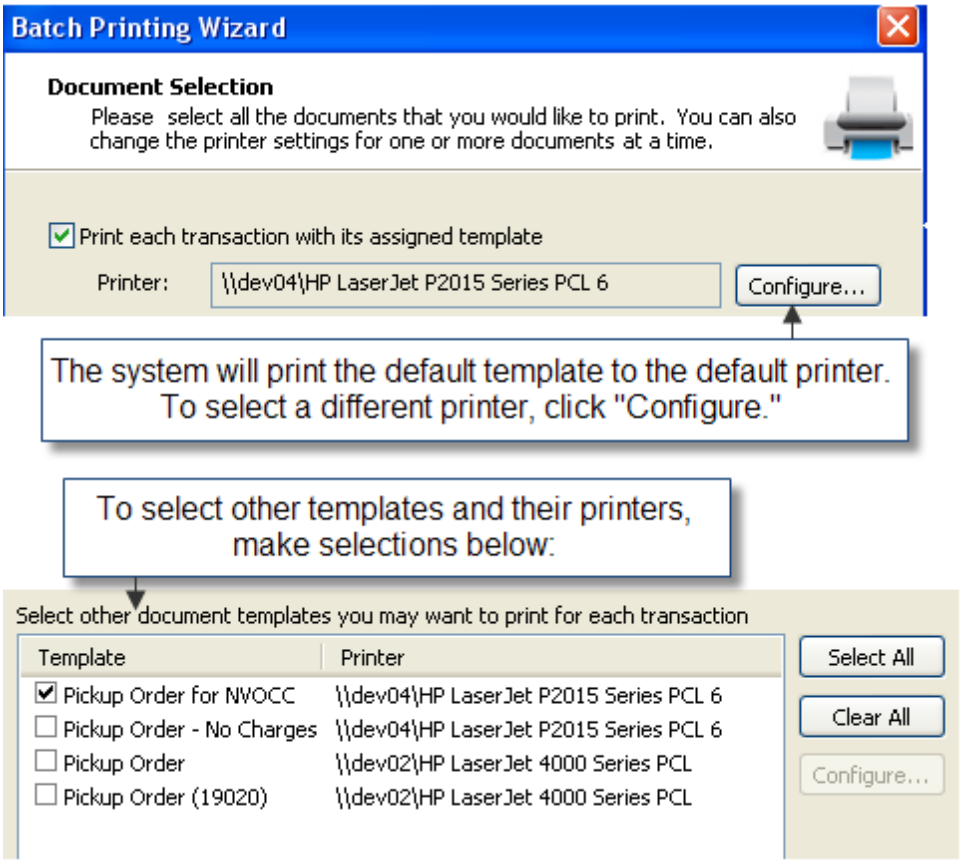
To print a group or batch of documents, select them from a list and click the arrow on the side of the print button to select "Print Batch." You can also right-click on the selected transactions and choose "Print Batch."



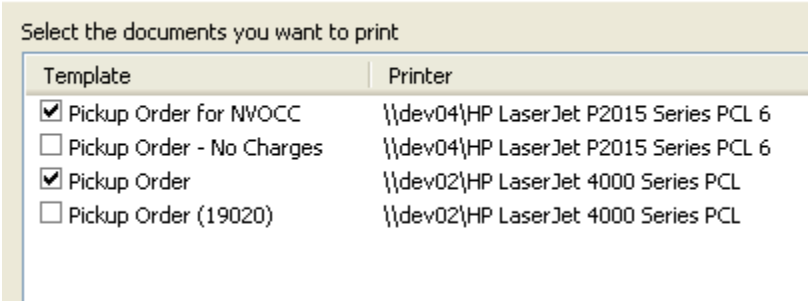
A print wizard opens.


Batch Printing Wizard
Welcome to the Batch Printing Wizard
Please, take a moment to select the documents you would like to print.
This wizard will allow you to configure a printer for each document and will create a print job for each different printer you select.
Click on the Next button to start...
< Back
Next >
Cancel

Click Next to begin. In the next screen, there is an option to select other templates and printer or use the defaults.


Batch Printing Wizard
Document Selection
Please select all the documents that you would like to print. You can also change the printer settings for one or more documents at a time.
Print each transaction with its assigned template
Printer:
\\dev04\HP LaserJet P2015 Series PCL 6
Configure...
The system will print the default template to the default printer. To select a different printer, click "Configure."
To select other templates and their printers, make selections below:
Select other document templates you may want to print for each transaction
Template
Printer
Pickup Order for NVOCC
\\dev04\HP LaserJet P2015 Series PCL 6
Pickup Order - No Charges
\\dev04\HP LaserJet P2015 Series PCL 6
Pickup Order
\\dev02\HP LaserJet 4000 Series PCL
Pickup Order (19020)
\\dev02\HP LaserJet 4000 Series PCL
Select All
Clear All
Configure...

The Batch Print option is also available from the Document view. Select the Batch Print option from the Print button. In the wizard, select the documents to print:


Select the documents you want to print
Template
Printer
Pickup Order for NVOCC
\\dev04\HP LaserJet P2015 Series PCL 6
Pickup Order - No Charges
\\dev04\HP LaserJet P2015 Series PCL 6
Pickup Order
\\dev02\HP LaserJet 4000 Series PCL
Pickup Order (19020)
\\dev02\HP LaserJet 4000 Series PCL

Use the default printer, or select a printer per document (optional).

Batch Email

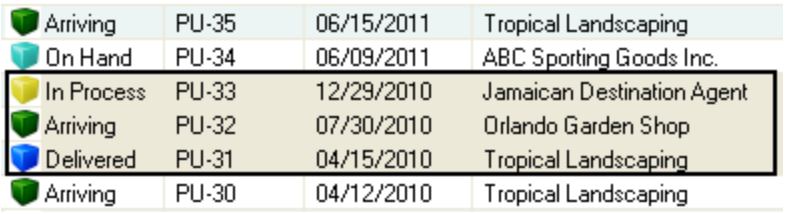
You can send batch emails from Magaya Explorer to a group of customers from any list. For example, you can:

- Create a filtered list of invoices and email them in a batch
- Send a monthly recurrent invoice for storage
- Send a marketing message to all your customers at once

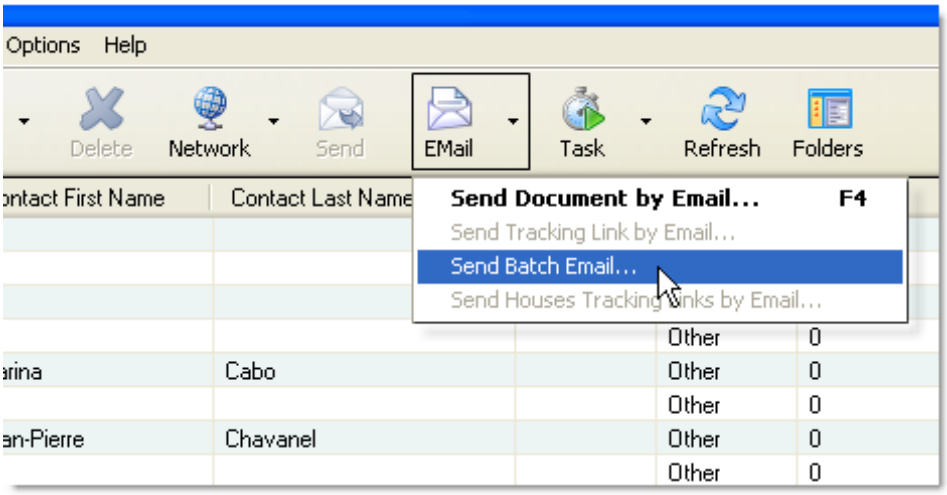
You can send batch emails from any transaction list. You have the option to select a few entities (such as customers or vendors) or send to the whole list. The

emails will be sent to the entities involved in those transactions, including their contacts.

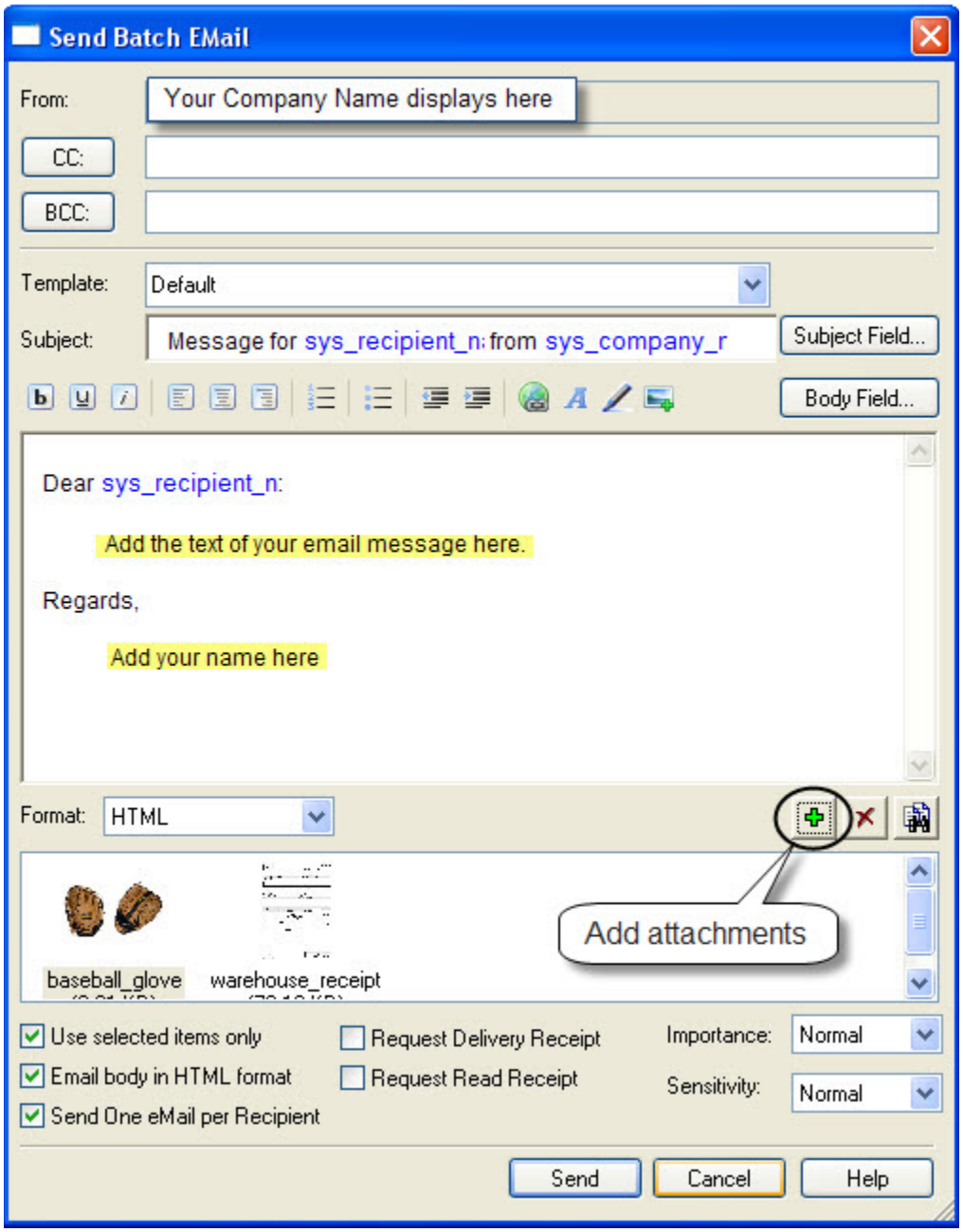
1) Go to the list you want to send batch emailing, hold the Shift key and select multiple transactions or entities.


Arriving PU-35 06/15/2011 Tropical Landscaping
On Hand PU-34 06/09/2011 ABC Sporting Goods Inc.
In Process PU-33 12/29/2010 Jamaican Destination Agent
Arriving PU-32 07/30/2010 Orlando Garden Shop
Delivered PU-31 04/15/2010 Tropical Landscaping
Arriving PU-30 04/12/2010 Tropical Landscaping

2) Click on the arrow on the Email button and select "Send Batch Email":



3) In the dialog box that opens, your company email address is automatically filled in.



The CC and BCC fields can be used to include other people in this batch emailing in addition to the people in the transactions you selected from the list. There is an option at the bottom of the screen that is checked by default to send one email per recipient.

The format can be configured to be PDF, HTML, or Magaya Document format. You can also add attachments.

4) Enter the subject line, message text, and any attachments.

5) Checkmark or uncheck any options as needed such as "Request Delivery Receipt".

6) Click the Send button when you are ready to send the batch of email messages.

Learn more about email templates in the *Magaya Software Communications Manual*.

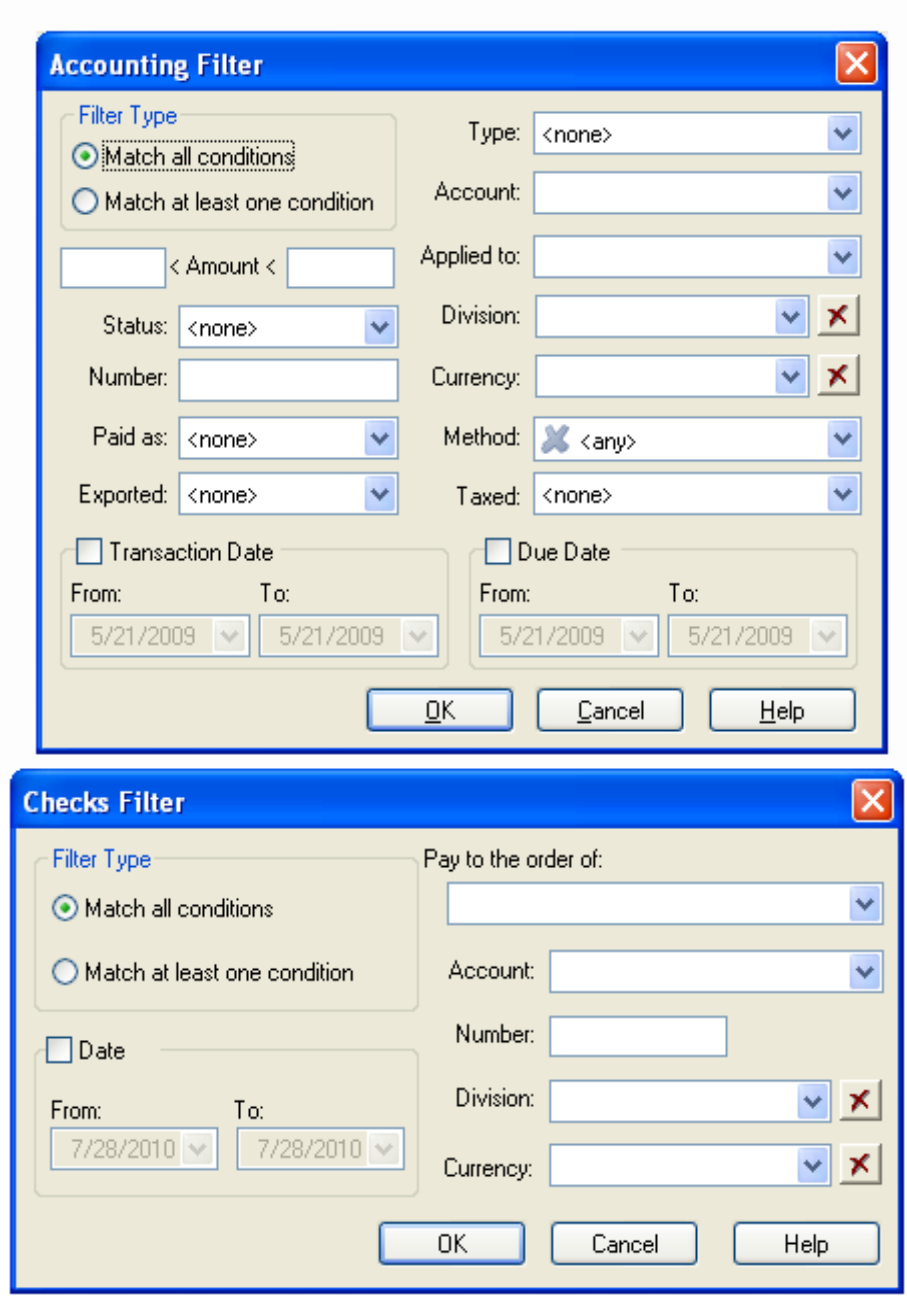
The Filter Button

The Filter button allows you to select how you want to view the information in a list. For example, you may want to see only transactions for the past week or transactions for a certain customer or destination.

The Filter button has two options: Standard and Advanced.

The Filter button offers options that are specific to the list you are viewing. For example, the Filter button available for Checks has fields that are specific to that accounting function while the Invoices filter has different fields. In the Invoices filter, you can filter by AP or AR, invoice number or dates, US dollar (or other currency) amounts that are greater or lesser than amounts you enter, and others. For Checks you can filter by account name, check number, or other criteria.

Below are filters for Accounting functions:



The Filter is useful especially when your lists are long. Without a filter applied, the list will show all the transactions for that folder, dating back to the first one your company did. To see only the most recent or relevant transactions, use the filter button and select your criteria.

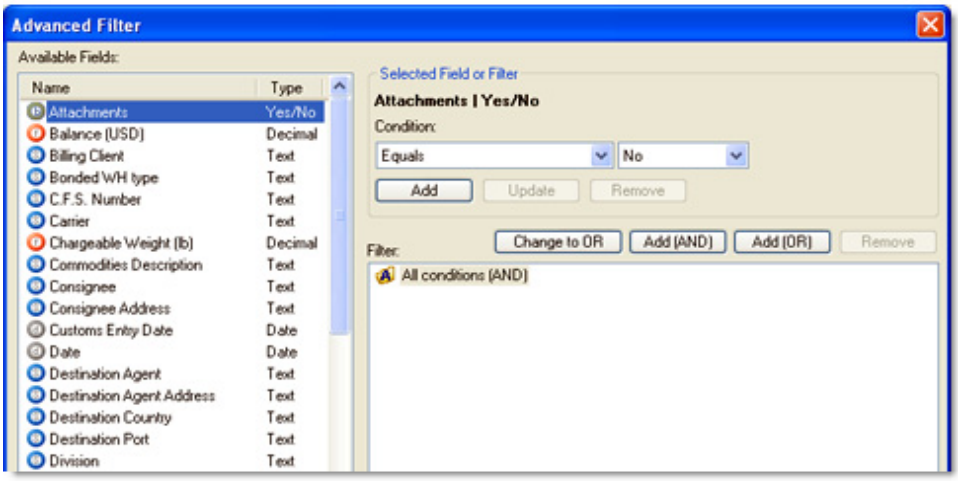
NOTE: *When you use the Filter button, the software saves that filter unless you clear it. The next time you view this list, the filter will still be applied. If you do not see some of the information you are looking for, verify if a filter is active by clicking on the Filter button. To unfilter, click the Unfilter button. Also the counter on the*

bottom of the list tells you how many items are displayed out of a total number of items.

The Filter button is not the same as the Find button. It will not search the way the Find button will.

Advanced Filter

The Advanced Filter screen has a list of **Available Fields** on the left, **Conditions** on the top and results of the Condition(s) you apply on the bottom.



The list of Available Fields changes based on the transaction you are filtering. For example, the available fields in the Pickup Orders advanced filter include Delivery Date, Pickup Address, Driver's Name, and more. Many of the same fields are available in all the advanced filters such as carrier, date, etc. The Available Fields are listed in alphabetical order.

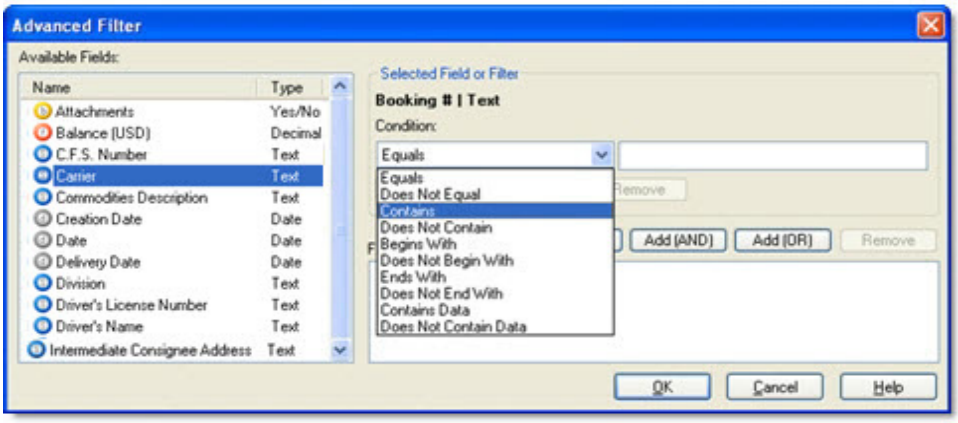
The Available Fields also have a Type associated with them: Text, Date, Yes/No, Integer, and Decimal. These Types are defined as follows:

- The Text type of field allows text to be entered. Available Fields that accept text include "Carrier" and "Shipper". The text field is not case sensitive.
- The Date field has a calendar for choosing the date and conditions such as "On" for "on this date" or "On or Before" for "on or before this date". There are many options for using the date field.
- The Yes/No field type is used for questions that can be answered as Yes or No. It uses logical (or Boolean) operators that help refine a search. It is used to answer Yes/No questions such as "Has a shipment been liquidated?" or "Is it excluded from tracking?" If you use "Equals", then select Yes or No.

- The Integer field allows a number to be entered. If you select the available field of "Pieces", you can enter a number (an integer) for the number of pieces. Enter a whole number, not a fraction. Integer is often used for overstock pieces or pieces on hand.
- The Decimal type allows a number with as many decimal point places as needed. The Decimal field type can be used for weights, values, currency, and more.

When you select an available field, it is displayed in the Conditions section of the screen.

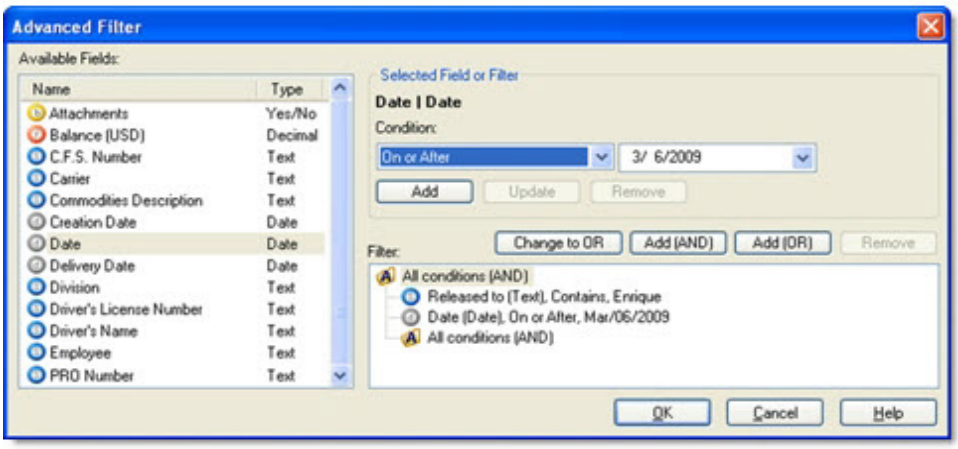
For example, if you select Arrival Date, the Conditions are the date range that you can change with a dropdown menu and the conditions of the date. The following screenshot shows the Carrier and the text field that is available:



If you select the condition "Equals", enter the full carrier name. If you only have part of a name, select "Contains". For example, if you enter "Dom" in the text field, the filter will only show carriers that contain those letters. (The terms "Contains Data" and "Does Not Contain Data" are to find blank fields or ones with data.)

Then click the Add button. The filter condition you just set up will be added to the filter list.

You can add more conditions to refine the filter further. The additional condition will appear below the resulting conditions:



Conditions can be nested under the first condition to narrow your list results even more.

Example of a Filter: To find a cargo release from March 6, 2009 or earlier that was released to Enrique.

1) Select the Available Field. In this example, select “Released to”.

2) In Conditions, select “Contains”. (This will allow you to enter a first name or just a last name. If you select “Equals” you must enter the exact name.)

3) In the field next to “Equals” enter in the person’s name you are searching for: Enrique. (The text field is not case sensitive.)

4) Click the Add button.

5) Select another Available Field: Date.

6) In Conditions, select “On or Before”.

7) Enter today’s date (the default).

8) Click the Add button.

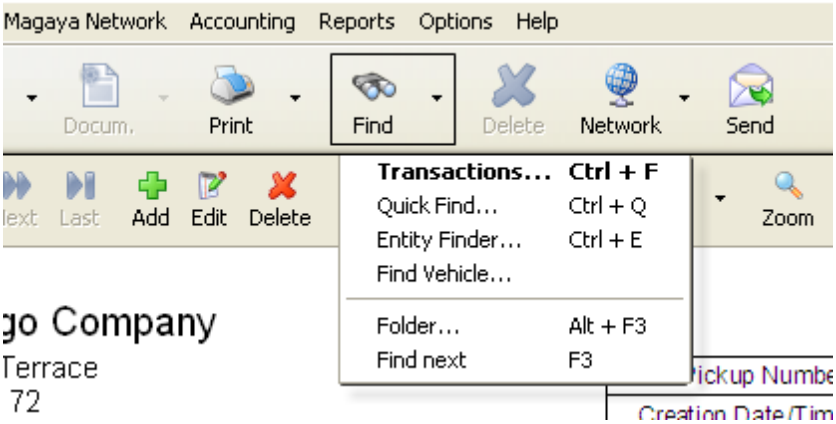
9) Click OK.

The result list will display in Magaya Explorer. If the result is found, you will see the transaction you are looking for, but if not, refine your search by clicking the Unfilter button and then return to the Advanced Filter to change the terms, or refine the search by removing a condition and adding a different one.

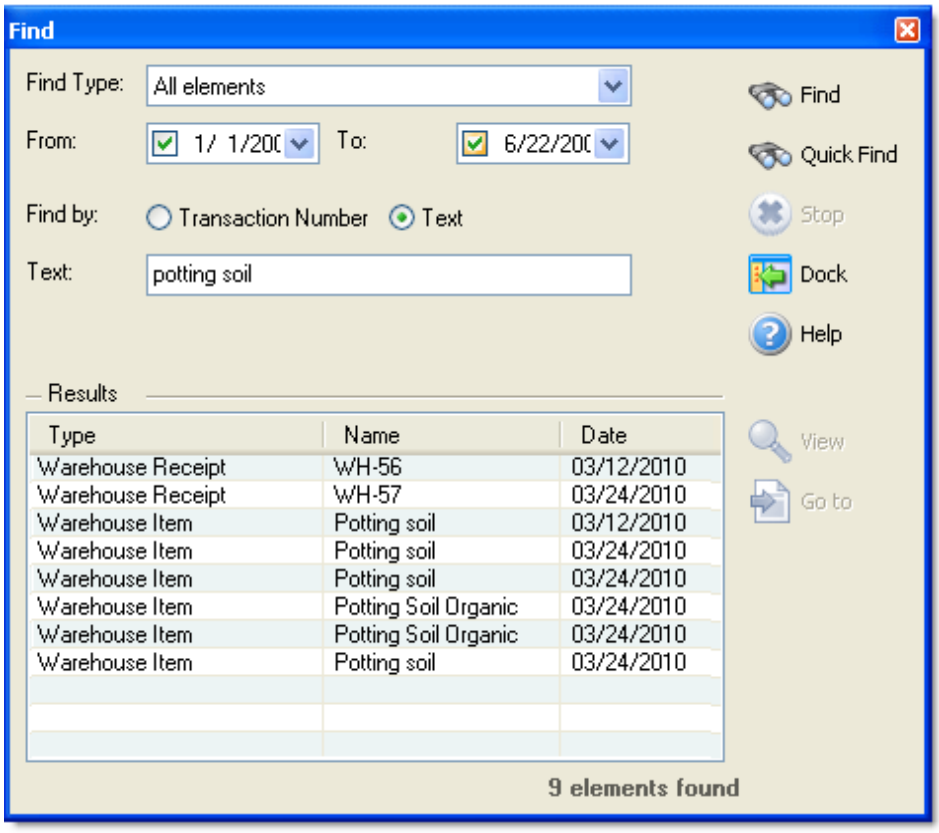
After filtering a list, it can be saved by clicking the Star button at the top of a list.

The Find Button

To **search** for a document or transaction, use the Find button. The Find button has an arrow with these options: Transactions, Quick Find, Entity Finder, Find Vehicle, Folder, and Find Next.



When you click the Find button, a search box appears. (The same search box appears when you click the arrow on the side of the Find button and select Transactions. See the screenshot below.)



You can move the search box to the side of your Magaya Explorer and affix it there by clicking on the **Dock** button (with the green arrow pointing left). To

un-dock it, click on the Dock button (it now has a red arrow pointing right instead of a green arrow pointing left).

Select what you want to find by clicking on the Find Type dropdown. You can search all elements or choose what transactions to search in such as warehouse receipts or invoices. To **combine search elements**, choose Selected Elements from the dropdown. Check the boxes for the elements you want to search. (You can also use the button with the three dots next to the dropdown.)

For example, to search for an Air Waybill number, select "Shipment". You can enter a partial number. If you know the complete air waybill number, use the "Quick Find" option on the Find button or the "Folder" option.

Set the date range by using the From and To dropdowns.

You can **search by Transaction Number or by Text**. To search by text, type the text into the Text field and click Find. The advantage of using the Text search method is that you can find any text that appears anywhere in a transaction. You can even search by a partial phrase. For example, if you do not know the whole name of a carrier or vendor, you can search by using part of their name.

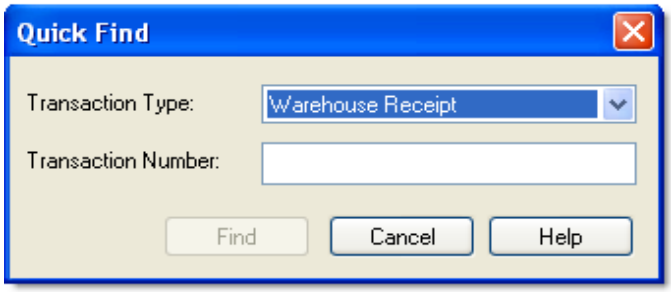
The **results list** will display any transaction or document that contains the text you entered. The total number of found items will be displayed on the bottom of the find screen.

To view an item in the results list, click on it, and click the View button. The dialog box for that transaction will open. (*Tip: You can also double-click on the item in the results list to view it.*)

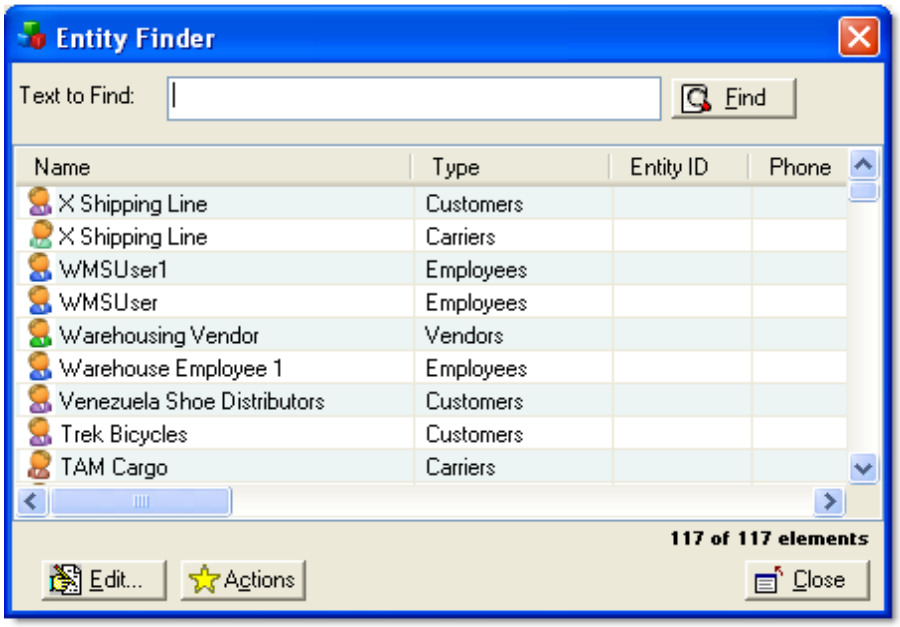
To go to the document or transaction, click on the item in the results list and click the Go To button.

You can stop the search at any time by clicking on the Stop button to end the search.

The **Quick Find option** opens a search box that gives you the options to search by transaction type and number. Select the type and enter the number. When the transaction or document is found, the search box closes and the document opens.

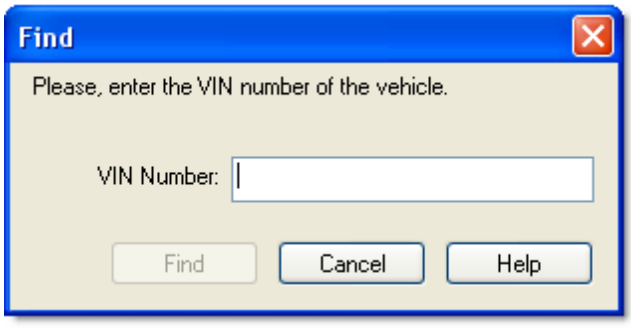


The **Entity Finder option** opens a list of all the entities in your system, including customers, carriers, employees, and more.



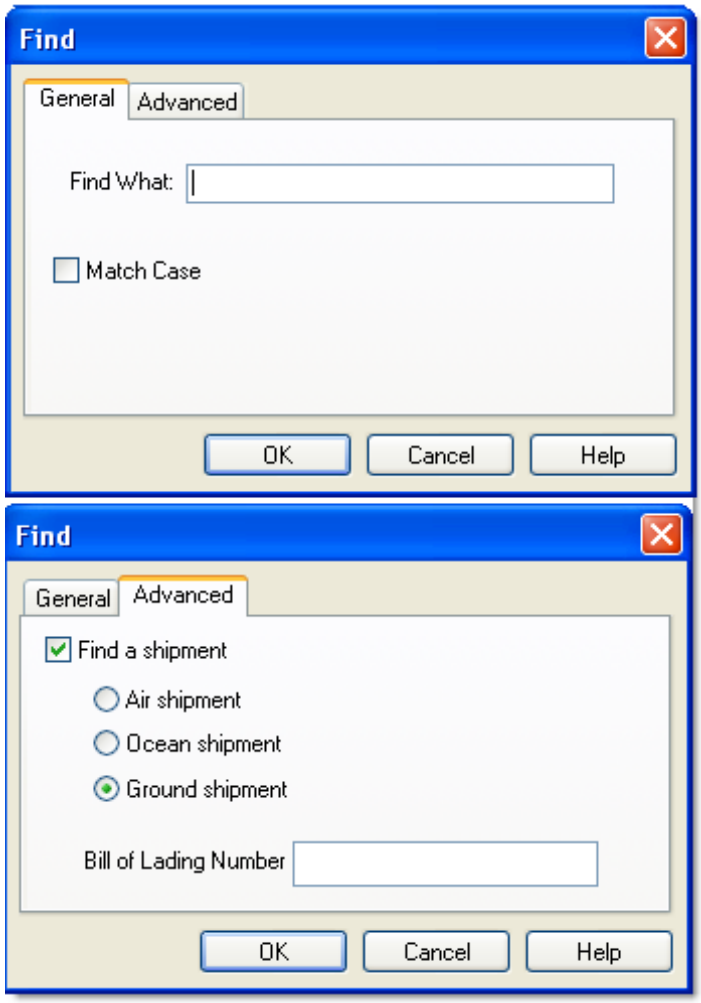
Enter any text you need to find such as a name (partial or full) of an entity. When you click the Find button, the results list displays the entities found. You can rearrange the columns in the results list by clicking and dragging them into place. Click on the Actions button to select which columns you want included in your results list. To make changes to an entity, use the Edit button. (Tip: You can also double-click on the item in the results list to open it.) A counter on the bottom of the list tells you how many items are displayed out of a total number of items.

The Find Vehicle option opens a dialog box so you can search by Vehicle Identification Number (VIN). The system will find VINs when you enter the last six digits of the VIN.



Any VIN in your Magaya system can be made available to find online in LiveTrack for your customers.

The **Find Folder option** opens a search box with a General tab and an Advanced tab. You can search for an air waybill number on the Advanced tab.



The Actions Button

The Actions button is available in the Magaya Explorer when you view lists or documents. The Actions button provides many functions. Depending on the list or document you are viewing, you will have different actions available.

Common functions available from the Actions button:

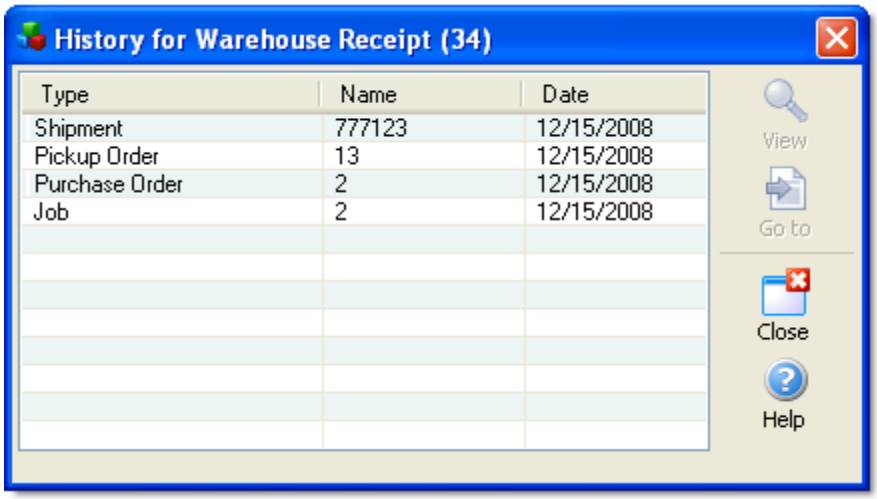
To run (or create) **reports** on a list such as the Warehouse Receipts List, click on the Actions button and go to Reports. Select the report type from the menu. Options include creating a report by shipper, by consignee, by supplier, etc. The report can be saved, emailed, or exported. *Tip*: In the report, double-click on an item to display the dialog box for that item. Reports can be filtered and also

calculate totals. Reports open in tabs. You can switch between two or more reports to view them.

To **copy** a document such as a Warehouse Receipt (WR), click on the Actions button and select Create a Copy. A dialog box will open with all the fields filled in based on the WR that you were viewing. Change any fields as needed. Click the OK button to save and see the new WR.

To **exclude a document from tracking**, click on the arrow on the side of the Actions button and select Exclude from Tracking. This adds a checkmark next to the menu choice Exclude from Tracking. This is used if a transaction is not complete and you do not want it to be viewed via Magaya LiveTrack. To change the WR so it is included in tracking, click on the Actions button arrow again and select Exclude from Tracking. The checkmark will be removed.

To view the **history** for the WR, click the Actions button (not the arrow on the side of the button). A dialog box opens. If there is any history, it will appear in the list. Select an item and click the View button to open the dialog box for that item, or click the Go To button go to the document.



The Actions button offers many options depending on the transaction you are working on.

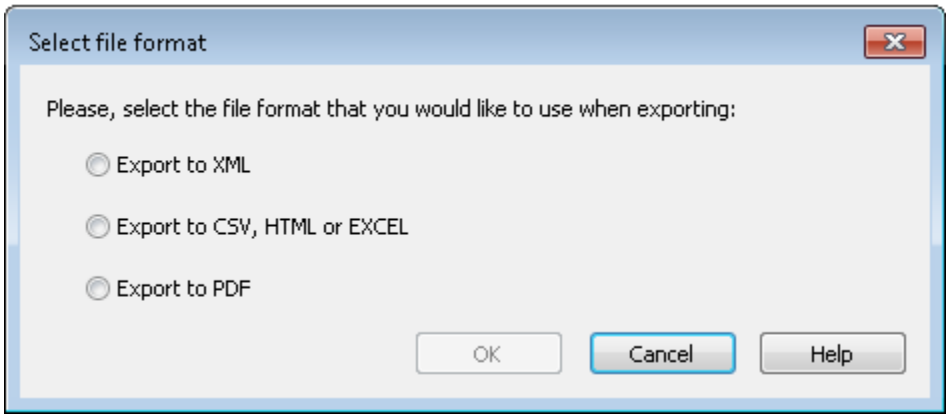
Examples:

- When viewing a check, the option to void the transaction is available from the Actions button.
- When viewing an invoice, you can receive payment.
- In a Cargo Release, you can set it in transit or as delivered.

Magaya Explorer comes with different templates for forms such as WR or Pickup Order documents. To select a template, click on the arrow on the Actions button and choose Select Template.

Other functions found on Actions buttons include import or export of data and the option to choose the columns in a list.

To export data from your Magaya system into Microsoft Excel format, select the Excel option from the dialog box:

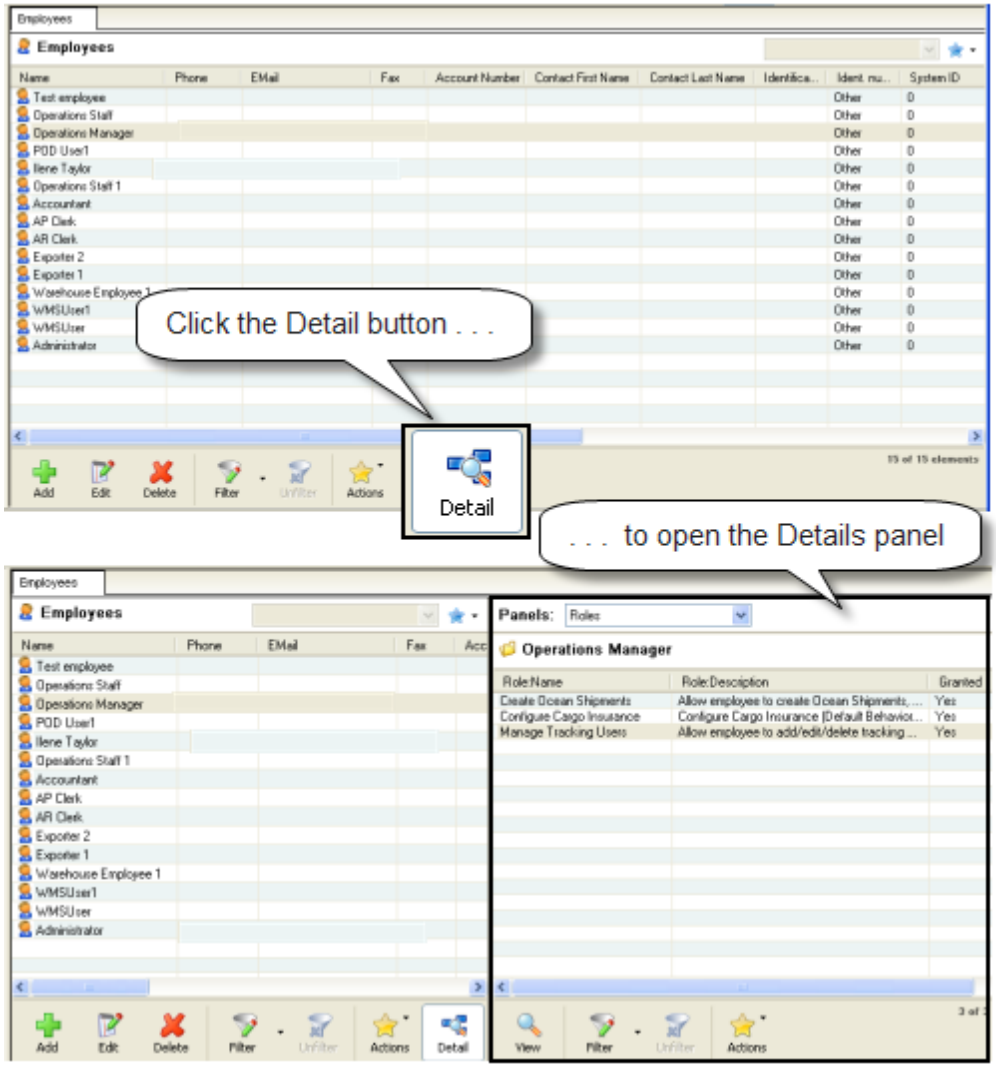


When you browse your folders to save the file, save the file type as an Excel file (*.xls). Then click the "Export" button. (In reports such as the Balance Sheet view, you can export the report as an Excel file also.)

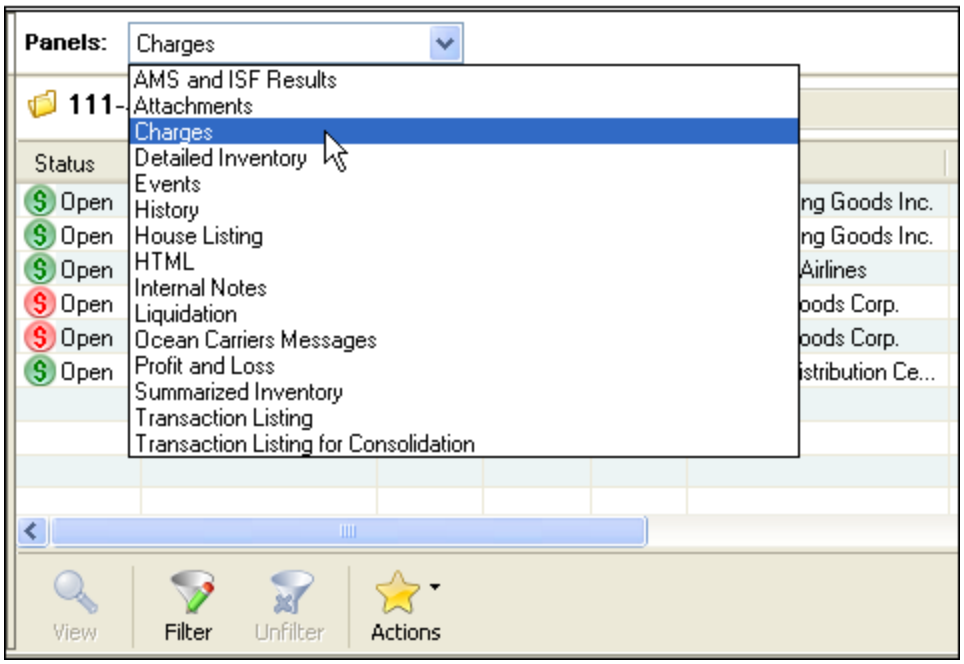
Other functions are: Batch printing, statistics, and more. Click on the menu options to explore the possibilities. For details on these functions, see the Index.

The Detail Button

The Detail button opens a new panel in any list to show more details about the transactions, entities, or employees. Depending on which list you are viewing, the details available will change.



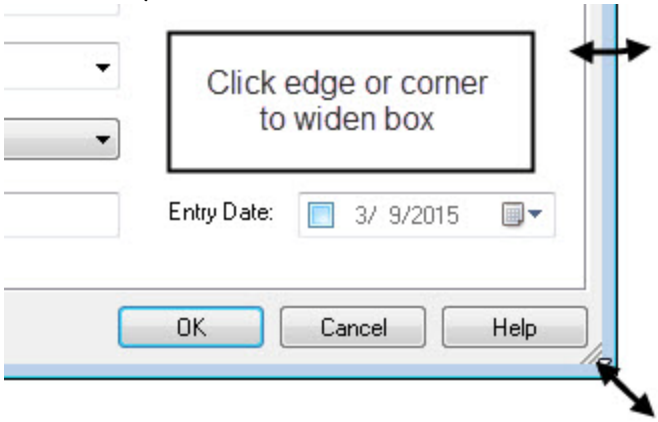
Select different panels of details by clicking the dropdown "Panels" menu on the top of the list. For example, the Shipment List offers panel details such as Charges, Events, and more.



You can view the line item, print or email it from this list.

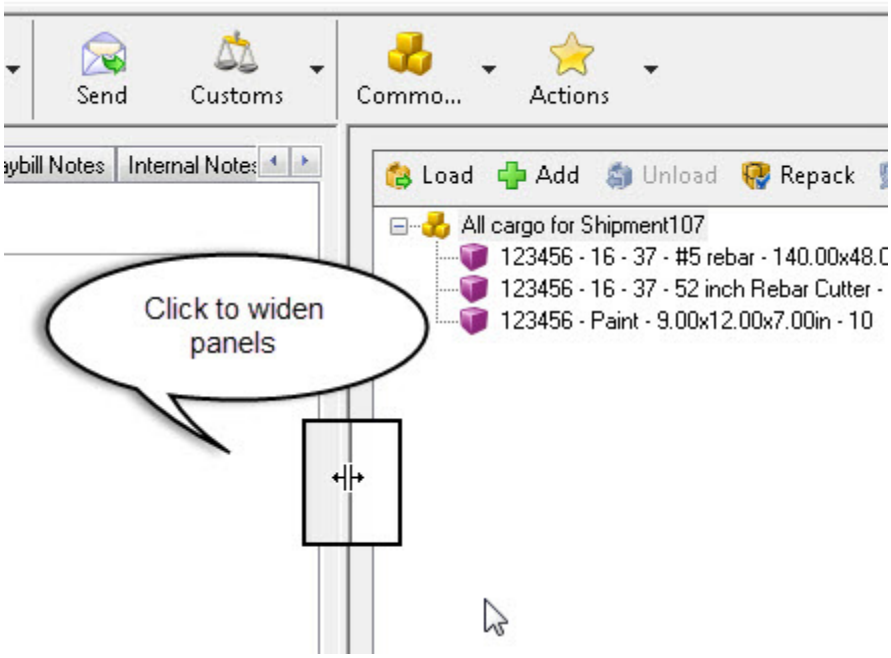
Resize Windows and Panels

Dialog boxes such as for Warehouse Receipts, Cargo Releases, Pickup Orders, Invoices and others can be resized. Click on the corner or edge of the screen and drag the box to the size you want.



When you log out of the system, the size is saved and the dialog box will open to the same size as before you logged out.

Widen panels in the Shipment screen to expand or contract it.



You can widen panels between many screens in the system.

Section 2: Warehousing

Chapter 6: Warehouse Receipts

Introduction to Warehouse Receipts

A Warehouse Receipt (WR) is a document that records when cargo arrived, was unloaded, checked in, and assigned a location in your warehouse. A WR is needed for any cargo that enters your warehouse.

The WR informs the customer that you are now in possesion of the cargo (also called commodities), and it provides proof that the commodities listed on the WR are in the warehouse stated on the WR.

Entering the cargo into the Magaya Explorer also updates your inventory records.

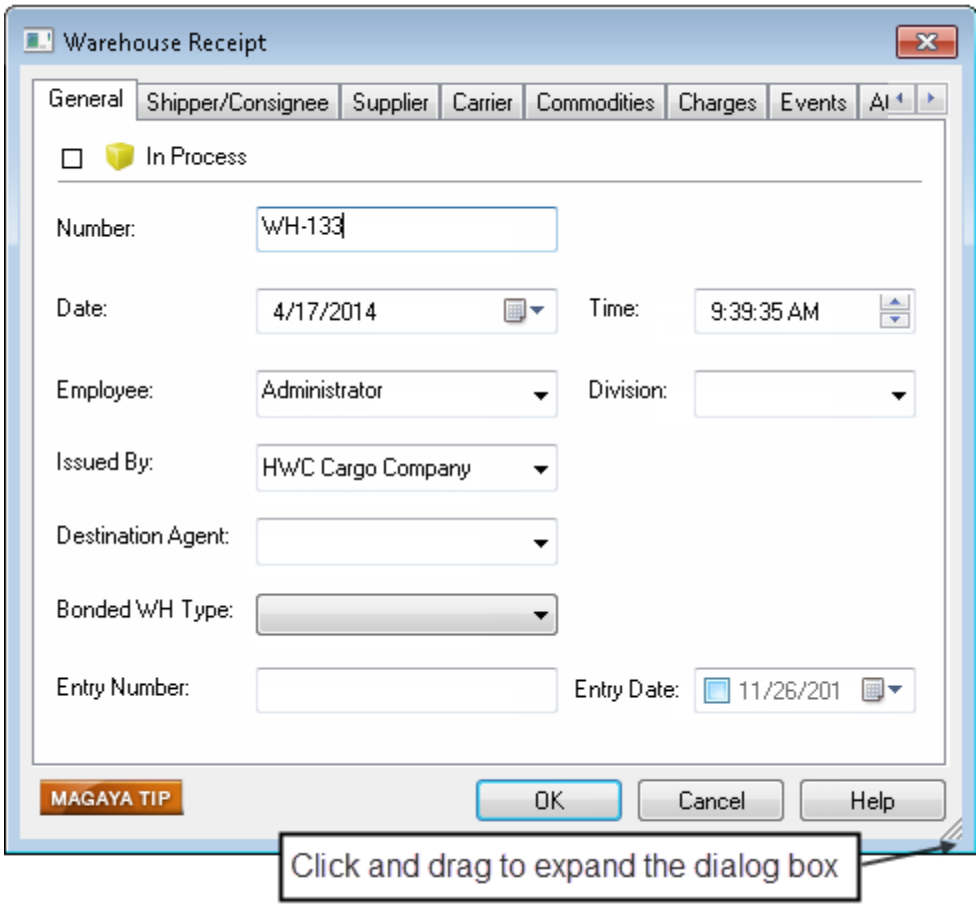
This chapter explains how to create a WR and work with the tabs on the WR dialog box.

Receive Cargo: Create a Warehouse Receipt

Introduction

In Magaya software, a dialog box helps you create a Warehouse Receipt (WR) document. All the information you enter in the dialog box is converted into a WR document for you automatically. Then you can edit, print, or email the

document. The dialog box is expandable and has a series of tabs across the top that you click on to enter information:



This example explains how to fill in the fields by starting at the General tab, but you can enter information in any order.

Not all the fields are required. The system will notify you of required fields.

You can change the information in any field by either typing in the field or by using the dropdown menu for the field.

When you are finished, click the OK button. The dialog box will close and the information you have input will be saved and appear in the Warehouse Receipt document form. If you need to make changes to the form, click on the "Edit" button. The items received will have a status of "On Hand". Note: A WR can also be used if items are returned.

Video Tutorial:

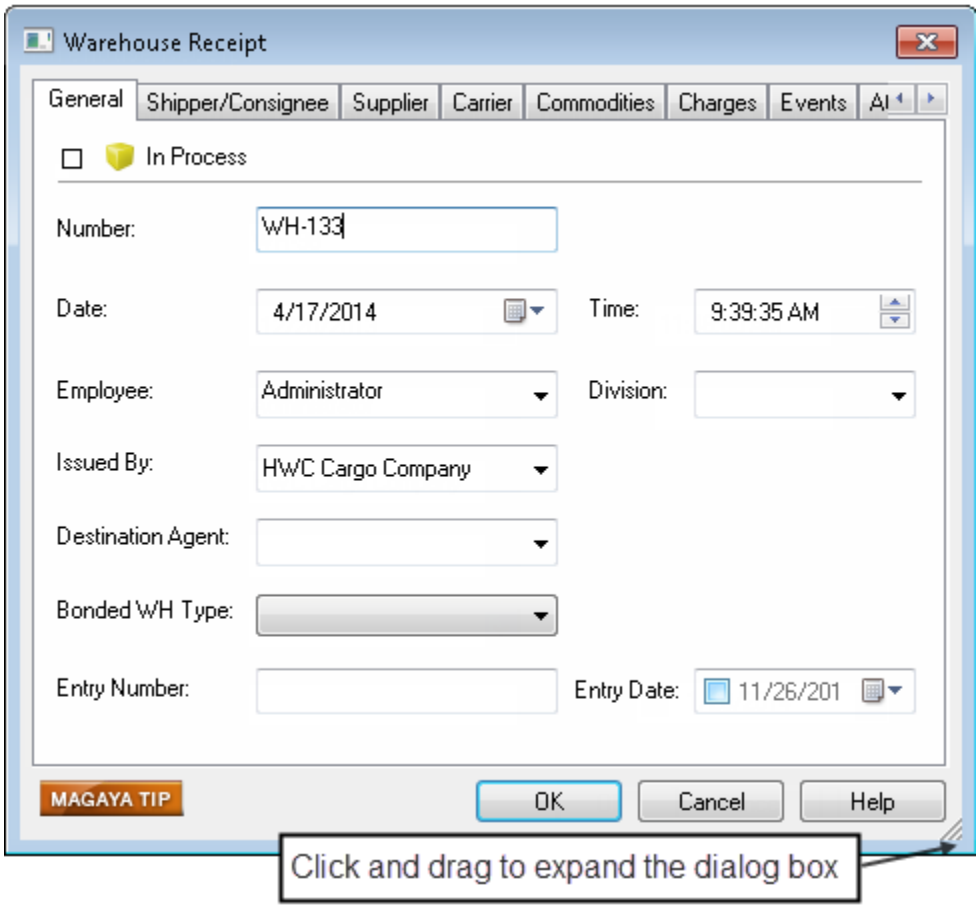
For a video tutorial illustrating how to receive cargo in the warehouse using your Magaya software, see the Learning Center page on www.magaya.com for the tutorial, "Creating Warehouse Receipts" in the Warehousing group of videos.

Step-by-Step Procedure

1) Go to the Warehousing folder and click "Warehouse Receipts" (or "Warehouse Recepits List").
   - If you are in the List view, click the Add button in the bottom toolbar. The Warehouse Receipt dialog box opens.
   - If you are in the document view, click the Add button on the top toolbar. The Warehouse Receipt dialog box opens.
2) Enter information needed on the tabs as shown in the following sections. The information entered in the dialog box converts into a Warehouse Receipt document automatically. You do not need to type up a document.

General Tab

The General tab contains information such as who created this WR and when. Select from the dropdown menus as needed.



Magaya software assigns a WR number to the WR that you are working on. (You can change this number if needed by typing over it. Document numbering is set up in the Maintenance > Configuration folder.)

Magaya software automatically fills in the date, time, and the name of the employee who is creating the WR, and fills in the Issued by field with your company name. You can also receive cargo on behalf of other agents by selecting their name for the Issued By field.

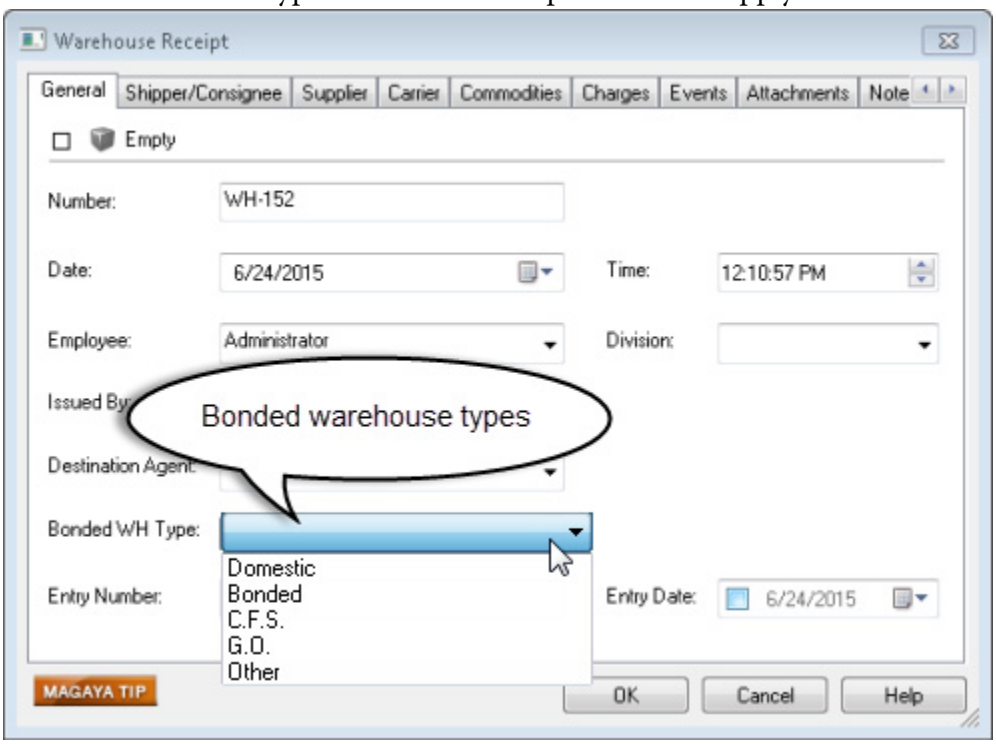
The "Issued by" field can display your warehouse or a warehouse provider that you are using for this transaction.

The Destination agent field is optional. (If you enter a name in this field, the agent will be able to view the WR if Magaya LiveTrack is enabled for the agent.)

Magaya software enables creating Warehouse Receipts for bonded warehouses, asecure facility in which imported dutiable merchandise can be stored for up to 5 years without payment of Customs duties. Select the type of bonded warehouse:

- Domestic: Cargo is being transported domestically.
- Bonded: Cargo is under custody by the U.S. government and has not legally entered into a U.S. territory for consumption.
- C.F.S.: Cargo is being transported to a Container Freight Station (CFS).
- G.O.: A General Order (G.O.) type of bonded warehouse is a U.S. government owned/leased facility where cargo is stored by order of Customs to be examined if it is pending final release or seized. The cargo in held by G.O. maybe auctioned off after a time limit.

- Other: Use this type when the other options do not apply.



U.S. Customs gives you the Entry Number to identify the cargo, and the date is the date it was declared, which means when the filing was done.

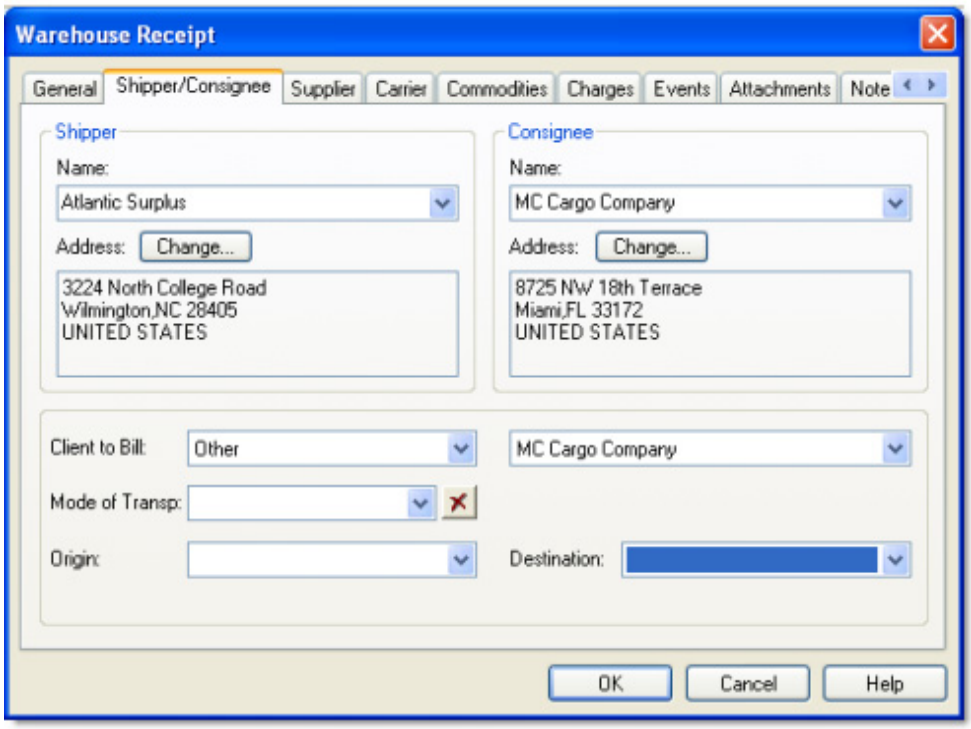
If you have more than one warehouse, a dropdown field appears on the General tab of the WR. (To learn about creating multiple warehouses, see the topic "Sequencing in the Warehouse.")

Note: If your company is an **Airline Carrier**, the General tab of the WR will have the button "Get AWB". This will enable you to select AWB numbers assigned to customers or numbers not assigned.

To add Air Waybills, go to the Maintenance folder > Carrier. On the Carrier profile dialog box, click the "Airline" tab. Click the "Add" button to add AWBs. For more details, see the Configuration chapter in the *Magaya Software Customization Manual*.

Shipper/Consignee Tab

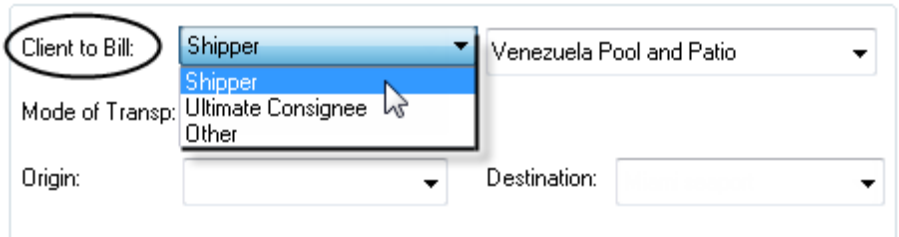
Select the shipper from the dropdown menu.



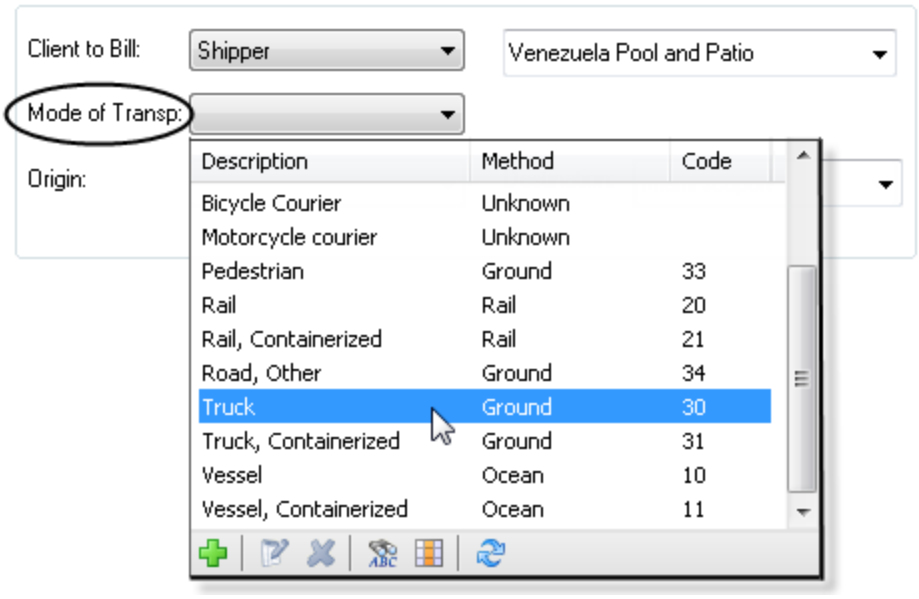
The **Shipper** is often the manufacturer or wholesaler, i.e., the one who sent you the cargo. (If the shipper's name is not in the list, add it by clicking on the plus sign + and selecting the entity type.) The shipper's address will be filled in automatically based on the details in their profile.

Select the **Consignee**. The consignee is the ultimate recipient of the commodities at the destination. (Optional.)

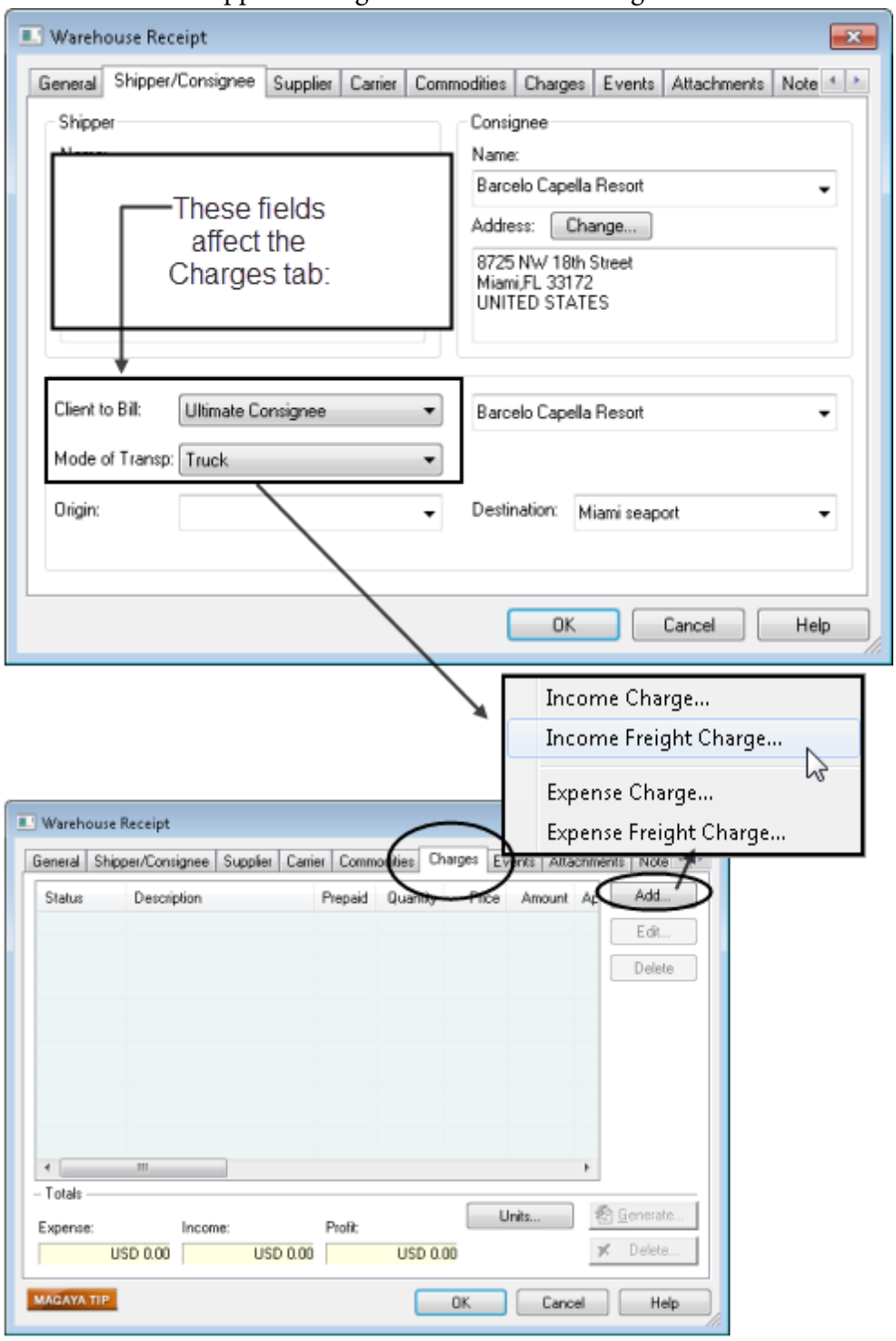
Select the **Client to Bill**; this is the one who is paying for your services. (This can be the shipper, consignee, or a third party.) When you select the client to bill, then the system fills in this entity by default on the Charges dialog box when you add charges to the Charges tab. This makes it easier and faster to add charges to a Warehouse Receipt (and other other transactions). Of course you can change the entity on a charge manually.



Select the **Mode of Transportation**. This is the mode that is being used to get items to the warehouse. This field on this tab is connected to the Charges tab: If you do not select a mode of transportation, you will not be able to enter freight charges on the Charges tab of the WR. The option will be grayed out. (However, you will be able to enter freight charges later when this cargo is included in a shipment.)



The fields on the Shipper/Consignee tab affect the Charges tab:

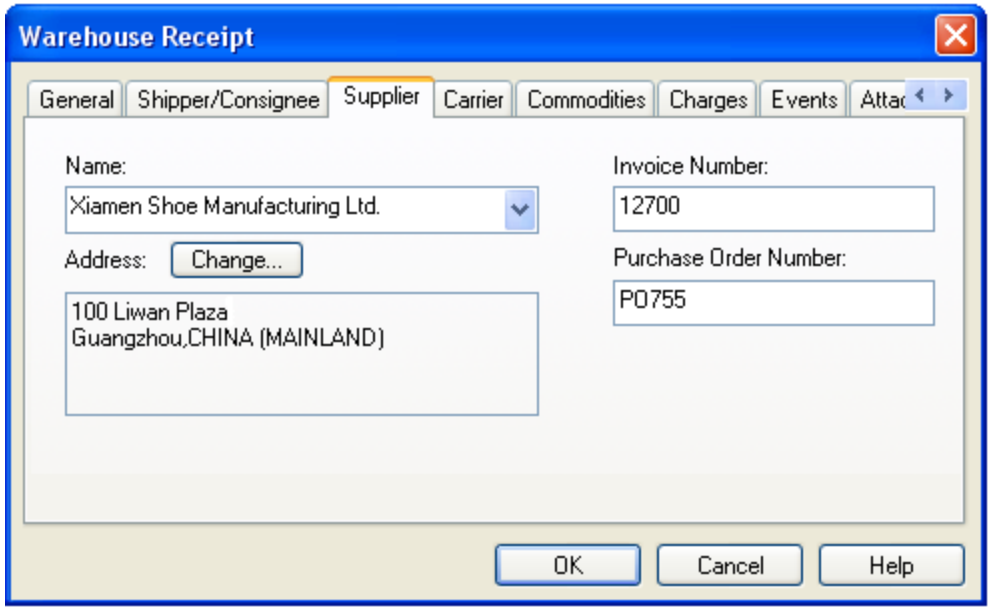


Without the Mode of Transportation selected, the Freight charges options will not be available. These tabs are connected to make it easier to create transactions.

The Origin and Destination information fields are optional. (If you know where the cargo is going, the Destination field can be used later to filter the cargo or create consolidations.) The only ports displayed here are the ones with the mode of transport selected. The origins and destinations displayed in these lists are from the Ports List. If a port you need is not visible in the list, click on the plus sign in the dropdown toolbar and select the port from the list or manually add the port.

Supplier Tab

Select the supplier (this may be the same as the shipper or the company that provided the cargo to the shipper). You can modify the address for the supplier for this transaction if needed by clicking on the Change button.

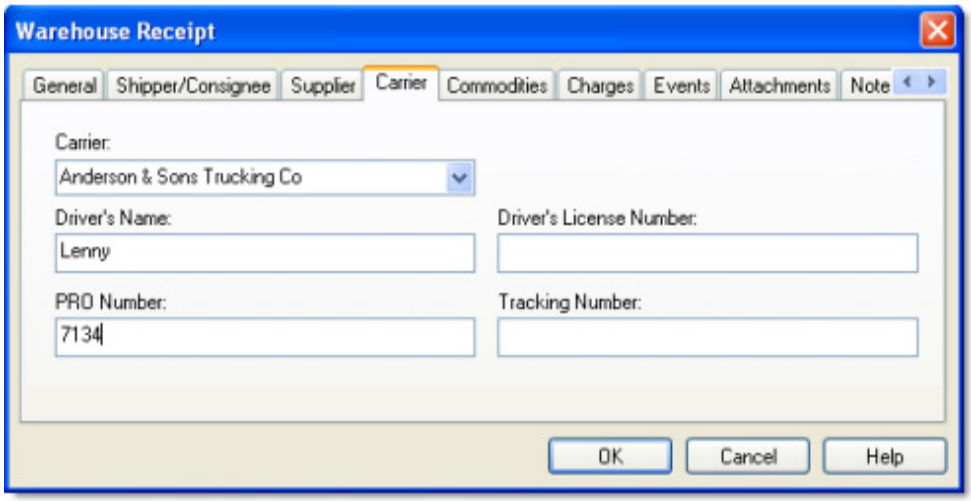


Enter the invoice number and/or purchase order if available. (These numbers can be useful later to find this transaction because this transaction number is the reference number of your customer.)

Click on the next tab.

Carrier Tab

Select the inland carrier (usually an over-land trucking company).



Enter information in the other fields as needed. They are optional.

The PRO Number is an inland carrier's bill of lading number, also called a "progressive number." The driver's name may be useful if any cargo is damaged or missing.

Commodities

Introduction to Commodities

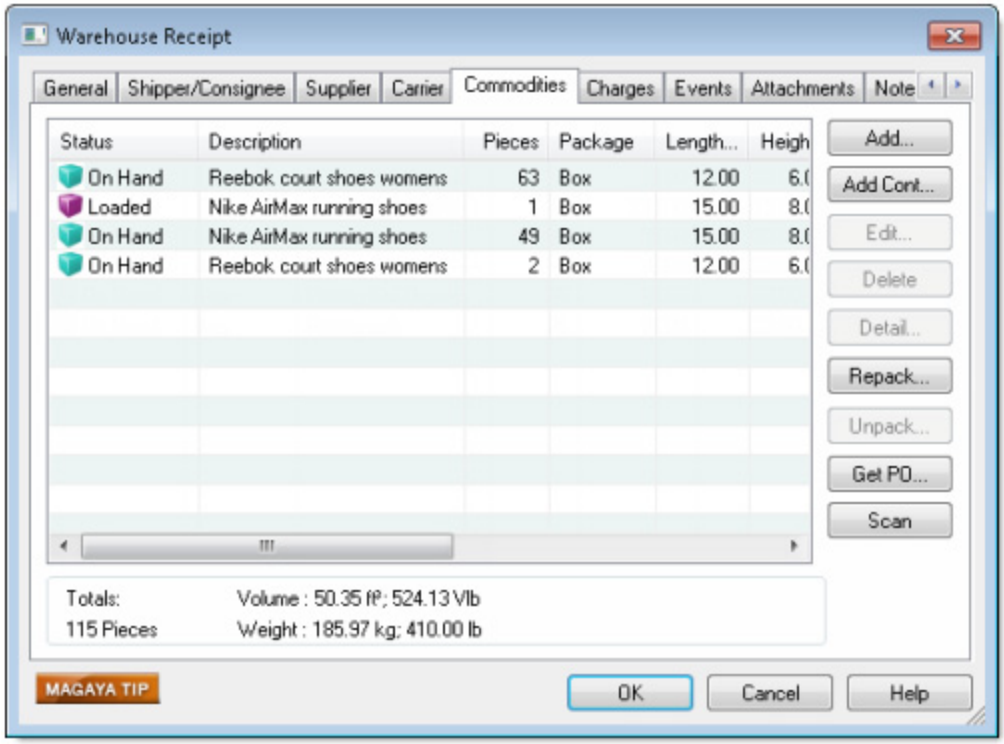
The word "Commodities" means different types of items such as cargo, inventory items you sell or store for your customers, vehicles, or other types of items. They can be added to many transactions in Magaya software such as Quotations, Warehouse Receipts, Pickup Orders, Cargo Releases, and shipments. Depending on which Magaya software you have, commodities can be added to additional transactions such as Bookings, Sales Orders and Purchase Orders.

This topic explains the process of adding commodities by showing it in a Warehouse Receipt. We'll look at the different tabs in the Commodity dialog box and the fields in each tab. We'll also learn about serial numbers, lot numbers, adding

hazardous materials details, containers, photographs, how to scan barcodes and repack cargo.

The Commodities tab looks different for different transactions, but the functions are the same. For example the Cargo Release and Quotations Commodities tab have the buttons on the bottom instead of on the right side.

Let's look at the Commodities tab of a WR in the Magaya Supply Chain Solution:

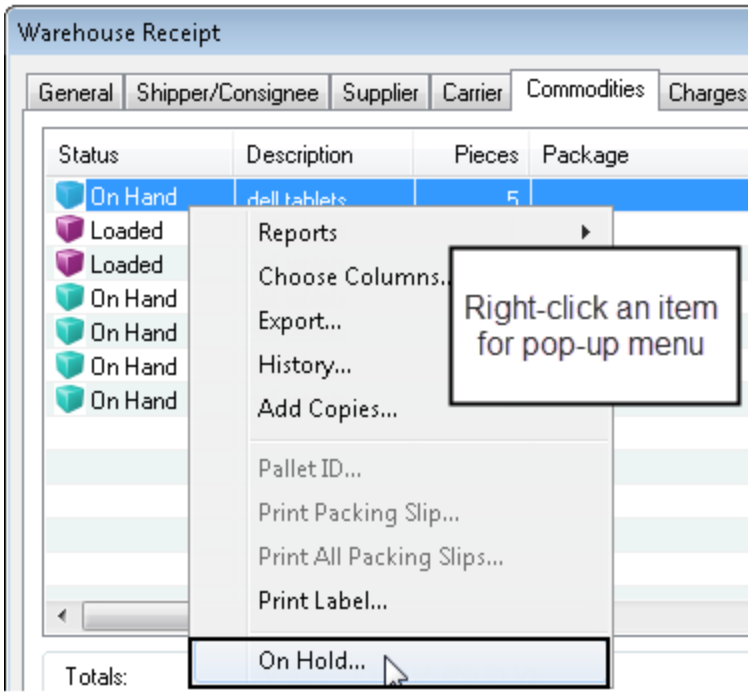


Note for users of the Magaya Cargo System and Magaya WMS: The Commodities tab will not include the "Get PO" button because Purchase Orders are only available in the Magaya Supply Chain Solution and the Magaya Commerce System. All other functions on this tab are the same for all the software products.

Use this tab to add commodities to the WR. You can add items by clicking the Add button or the Scan button. Let's look at each button and its function.

Placing Items On Hold:

Extra: If a customer has not paid, you can place commodities on hold. Right-click on the item in the list to select the menu option.

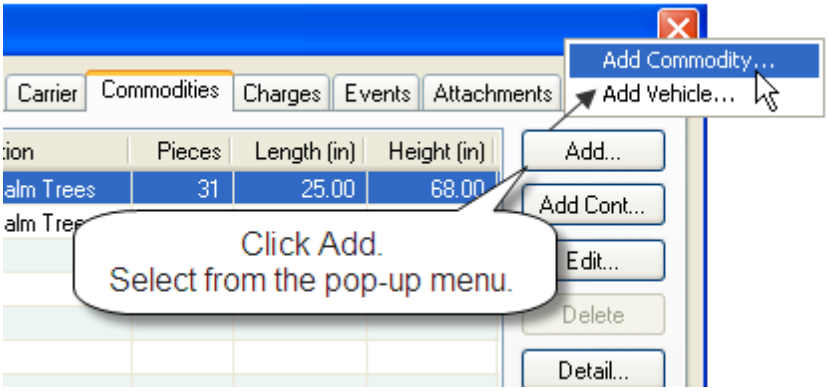


Click the "On Hold" option. In the dialog box that opens, check the box to place the item on hold. Select a clause from the list or add a new one (optional).

To see which items in the WR List are on hold, select the column "On Hold" from the Choose Columns dialog box (via the Actions button). You can also make a report of all On Hold items from the Actions button.

Add Commodities

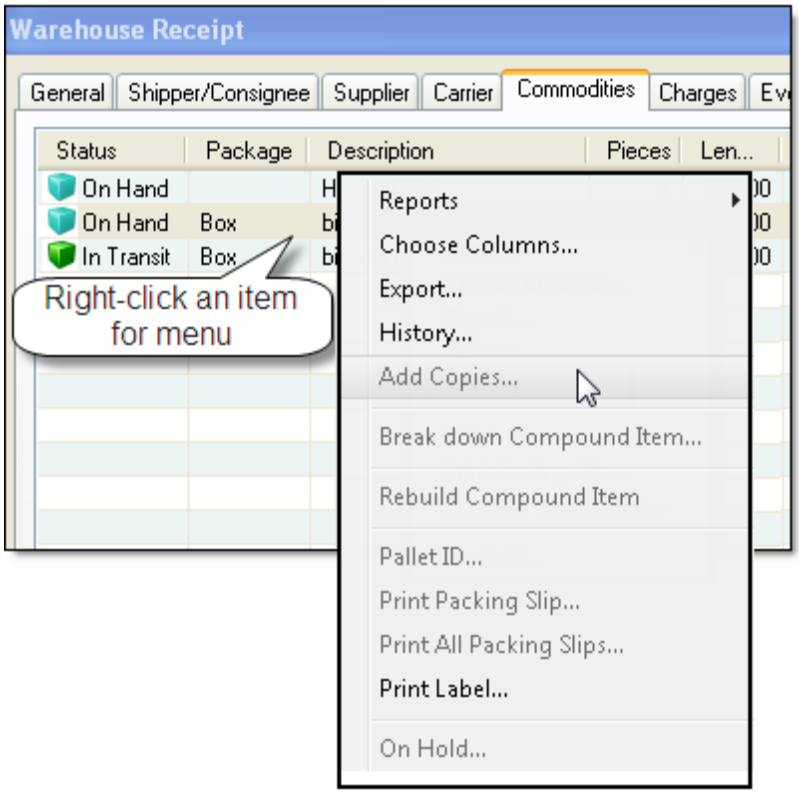
To receive items, click the "Add" button to add a commodity:



If you have the Magaya VIN Decoder plug-in, the Add button will display an option to add a vehicle. Then scan the vehicle's bar code. (If you don't have this plug-in, you won't see this pop-up.)

It is recommended that you start entering data on the first tab, the "General" tab, and enter all the information that you need.

Extra Info: To copy an item after you enter it, right-click on the item in the WR's Commodity tab and select "Add Copies" from the pop-up menu.



General Tab:

On the **General tab** of the Commodity dialog box, enter the commodity description.

Part Numbers: A part number identifies a type of item (in contrast to a serial number which identifies a specific item). The **serial number** is unique and assigned by the manufacturer. For example, computers have part numbers to identify which type of computer is it, but each computer has a serial number to identify each individual computer. You may receive 50 computers with the same part number, but each will have its own serial number.

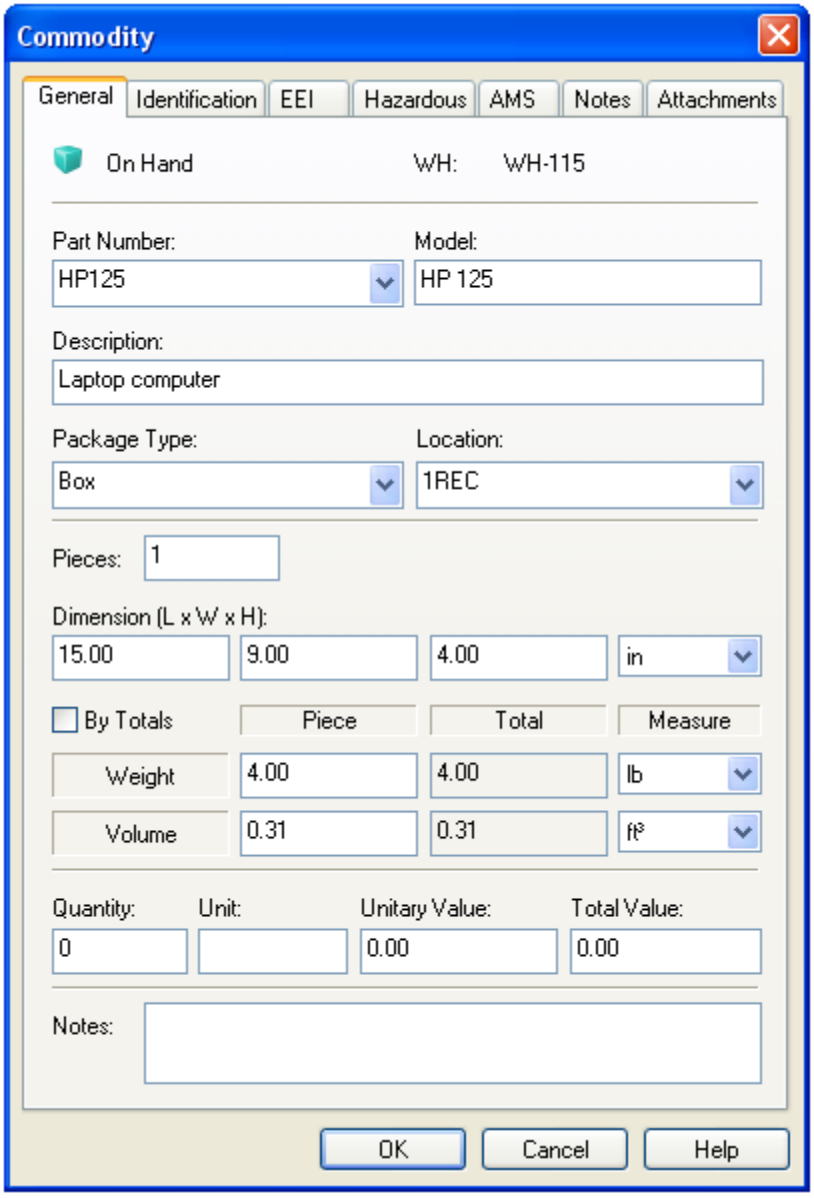
Extra Info: If you are receiving inventory items that you want to keep track of by part number, select the Part Number. This will populate many of the fields with the item details and speed up the receipt. The Part Numbers are those that were defined as an "Inventory Item Definition." Any item can have a Part Number, not just resale items.

Location: Assign the item to a location in the warehouse or yard. *Extra Info*: If your company always receives cargo in the same location, you can set the receiving location as a default so it does not have to be selected every time. See the Locations list and right-click a "receiving" type of location.

Select the package type, and enter the number of pieces and dimensions. The volume is calculated automatically. You can set up the system to display volume or volume weight.

Units can be set up as pounds (lb) or as metric units: Go to the Maintenance folder and select Configuration. (If this item is defined in your Magaya system as an Inventory Item Definition, then the Units from the definition will populate automatically here.)

The WR number displays on the top of the tab as "WH". This example also shows the document prefix of "WH" with the WR number "85".



Pieces Example: If you have 1 box with items inside, enter 1 in the Pieces field. If you need more information about the commodities, then enter the Quantity

field (for example, 1 box with 8 pieces). If you know the weight of each piece, enter it in the Weight - Piece field (below the dimensions).

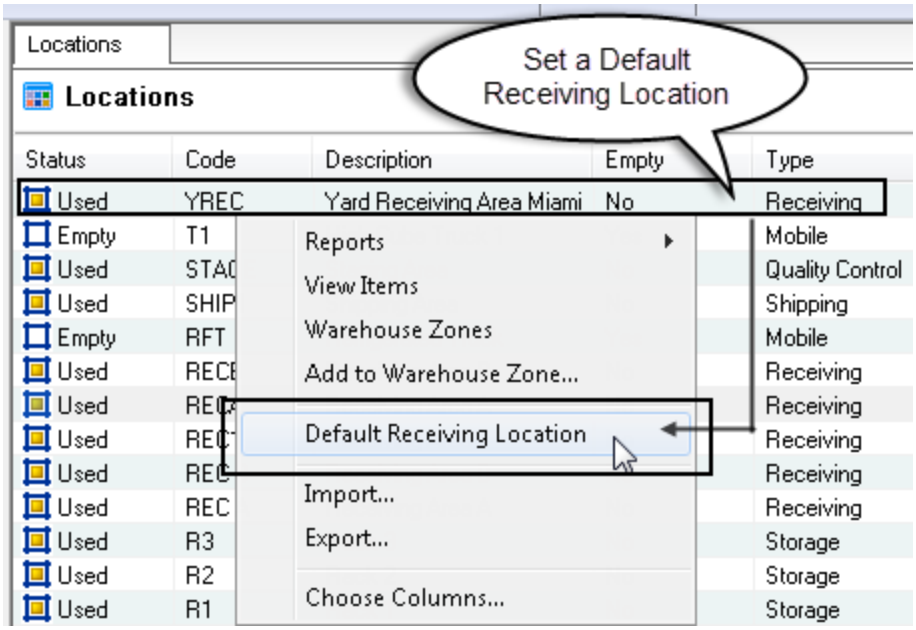
Dimensions are per piece. For example, if you have 2 pallets that are both 44L x 44W x 44H each, enter 44 x 44 x 44 in the Dimensions fields.

Quantity field: This field is also used if you are declaring insurance or if you need a Commercial Invoice and need to have the value per item. This is not often used for cargo, moslty for resale inventory and for commercially purchased items. For example, if you have 1 box with 8 items inside, enter 8 in the Quantity field. If the item has a value defined in its Inventory Item Defintion, then the Unitary value field will fill in here.

By Totals: Check this box if you do not know the weight of each box; then enter the total for all the boxes in the Total field. (When you check the box, the weight field will be grayed out, so you can enter the total weight. This selection is saved.)

Location: If you assign a location to the item, then the status of the item will be "On Hand" after you click OK and save the data entered in the dialog box. *Option*: Set a default receiving location by right-click a Receiving location in the Locations list and selecting the option "Default Receiving Location." The loca-

tion must be of the Type "Receiving" set it as a default. This speeds up receiving items.

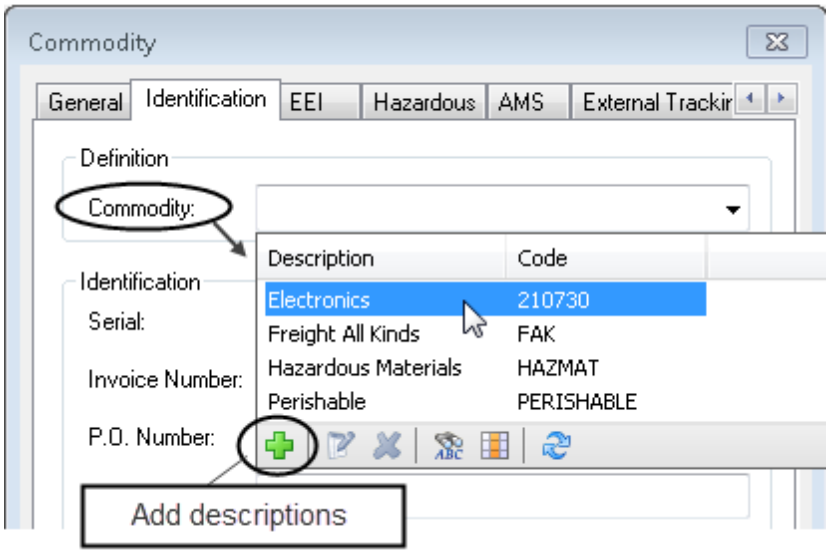


If you receive an item that is defined as having variable weight, then weigh the items and add the total. For example, if you receive 10 boxes of one item (such as chicken) and all 10 weigh 100 pounds together, enter 100 pounds. (Releasing variable weight items is explained in the Cargo Release chapter.)

Identification Tab

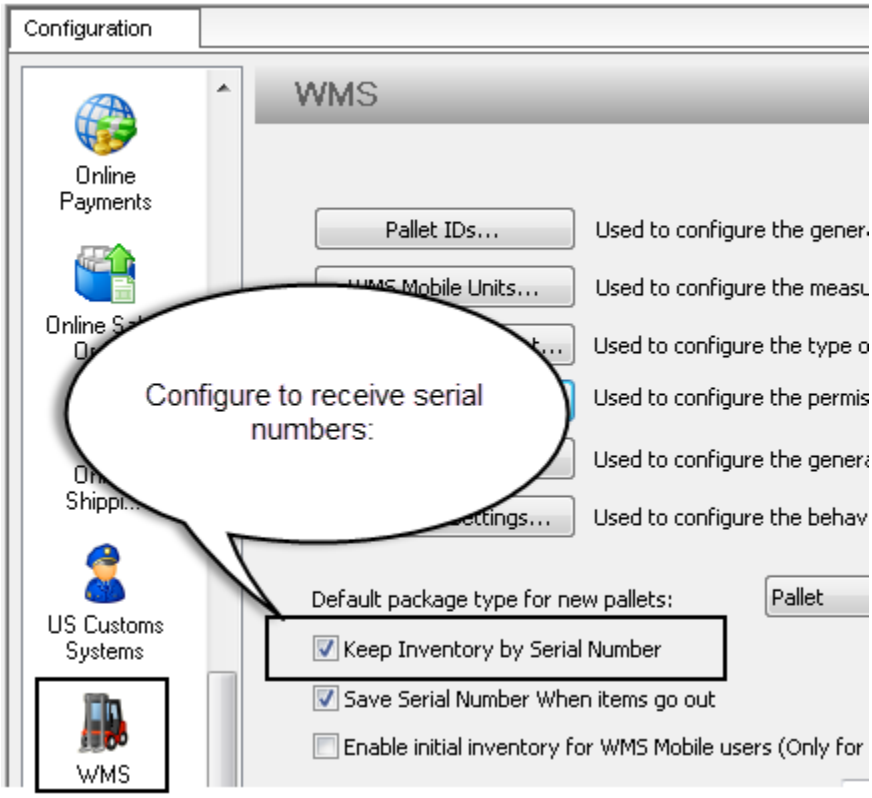
On the **Identification** tab, enter information in the fields as needed. For example, you can select or add a commodity description such as "Electronics" or "Perishable." Click the dropdown menu to select a description, or click the

plus sign in the submenu to add a new description. This Commodity definition is used to classify items for pricing and for rates and tariffs.

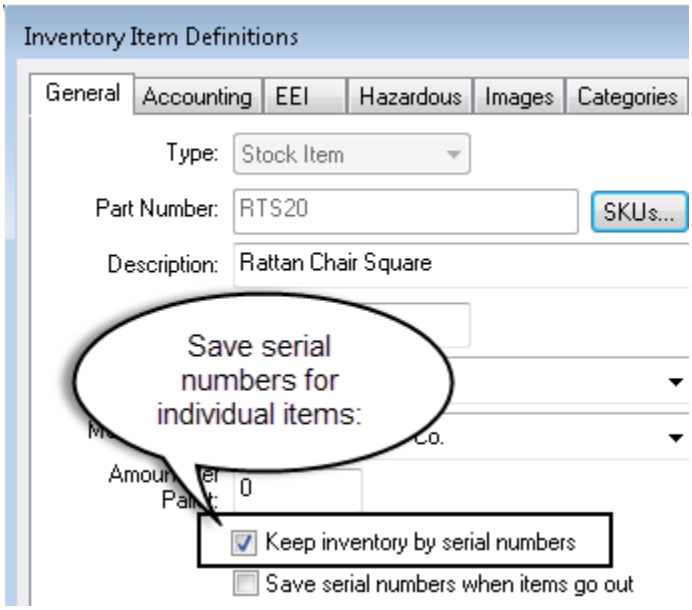


Serial Numbers:

When receiving items with serial numbers, there are options that depend on whether you scan bar codes or enter the numbers manually. First, ensure your system is configured to save serial numbers. This can be done system-wide in the Configuration > WMS menu.


Configuration
WMS
Online Payments
Pallet IDs...
Used to configure the gener
Used to configure the meas
Used to configure the type o
Used to configure the permis
Used to configure the genera
Used to configure the behav
Configure to receive serial numbers:
US Customs Systems
Default package type for new pallets:
Pallet
Keep Inventory by Serial Number
Save Serial Number When items go out
Enable initial inventory for WMS Mobile users (Only for
WMS

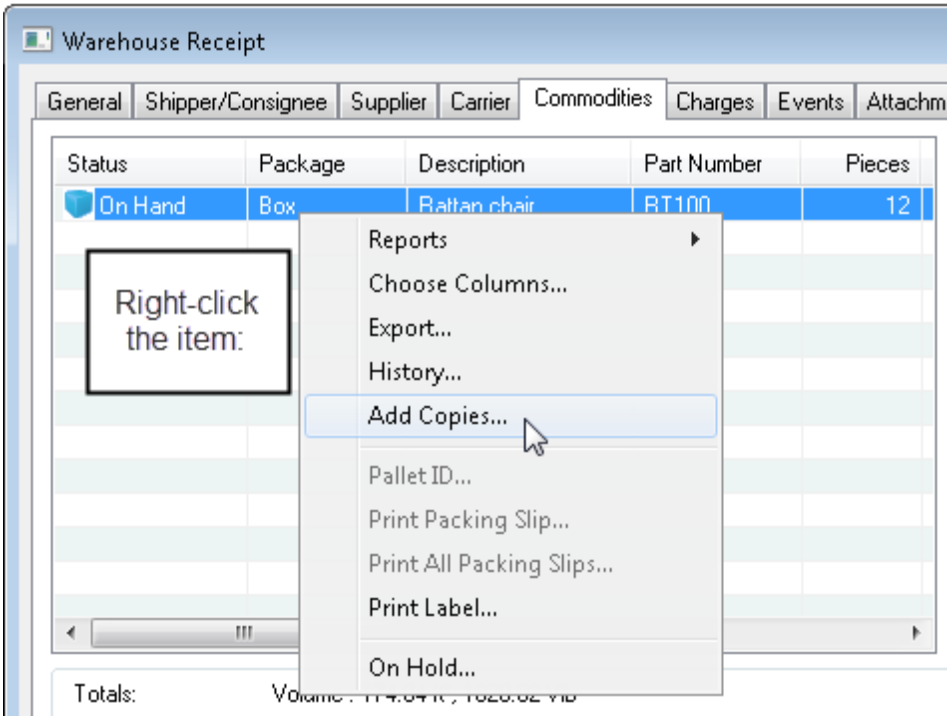
Inventory items can be saved by serial number by checking the box on the Inventory Item Definition dialog box.



Receive the items with serial numbers, with or without a bar code scanner:

- With a bar code scanner: Scan the Part Number and each Serial Number to receive the items.

- To enter multiple serial numbers for the same Part Number, manually enter the item information, and click "OK" to save it. Then right-click on the item in the Commodity tab. Select "Add Copies."



  Enter the quantity of copies you want in the dialog box. The system will add the copies to the WR.

  Edit each line item by opening it and changing the "Pieces" field to "1" on the General tab. Type in the serial number in the "Serial" field on the Identification tab. Click OK to save. Be sure to edit each item this way for every copy that you created. This is the manual process of saving serial numbers in the system.

Also on the Identification tab of the Commodity dialog box is a field for an Invoice Number. The invoice number comes from the seller of the item. If you have the same invoice number for all the items, you can enter this at the WR level. Otherwise, you can enter it per item seperately. Only enter an invoice number if you have one for the item, not for the whole WR.

Note: In LiveTrack, your customers will see the serial numbers grouped under a plus sign. They must click the plus sign to expand the list of serial numbers and view them.

Notes on the PO, Lot Numbers, and Jobs fields of the Identification tab of the Commodity dialog box:

If the item was included in a PO and converted into a WR, the PO number will display here (POs are available in the Magaya Supply Chain Solution and Commerce System). Any other PO number can be added here if needed.

The PO number is from the buyer of the item. If you have the same PO number for all the items, you can enter it at the WR level. Otherwise, you can enter it per item seperately.

Note: The Job feature is available in the Magaya Supply Chain Solution; it's used to group transactions into projects.

Lot Numbers: Enter the lot number for the item, if applicable. The lot number identifies a certain batch of items of the same type/part number. Many items that have lot numbers also have expiration dates. This lot number is tied directly to the expiration date.

Also on the Identification tab: The buttons "Shipping in" and "Came in" are only activated later if this item is included in a shipment or other transaction. When an item is loaded into a Cargo Release, this will link to that Cargo Release. The "Came In" information applies to imported shipments, not exports and it's not used in the Magaya WMS program.

Expiration Date: If an expiration date is entered in the dialog box, it will appear on the document (default template). Expiration dates are often used with items that have lot numbers.

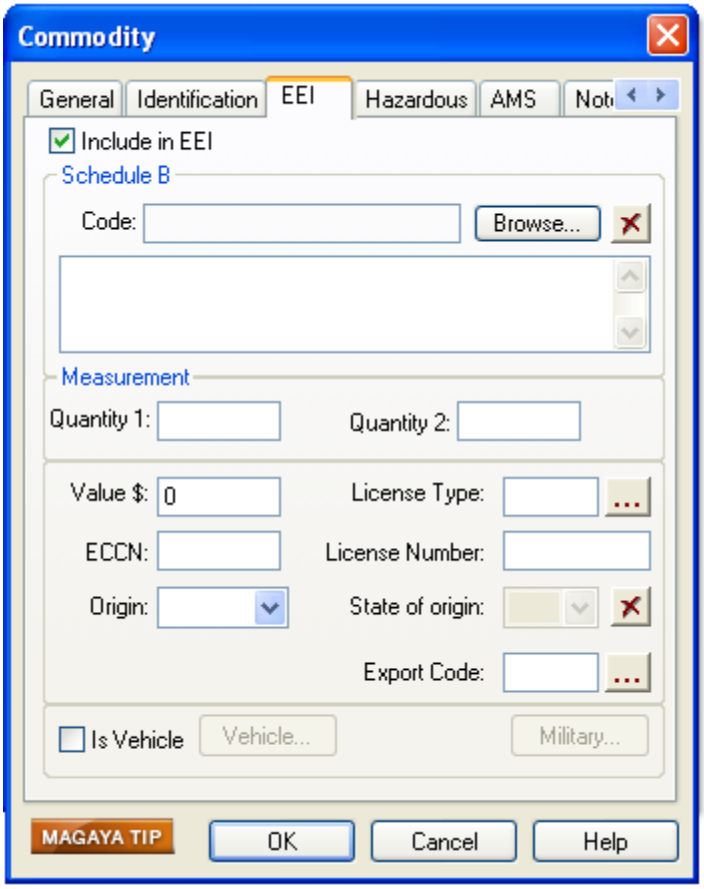
NCM Code: The NCM code is the Harmonized Tariff Schedule code for international commerce in the South American common market, Mercosul, which includes Argentina, Brazil, Paraguay, and Uruguay. The NCM code has 8 digits; the first 6 digits correspond to the HTS. The NCM code can be viewed as a column in the WR dialog box on the Commodities tab, in the Commodity List under the Warehousing folder, and the Inventory Item Definition List or run as a report.

EEI Tab

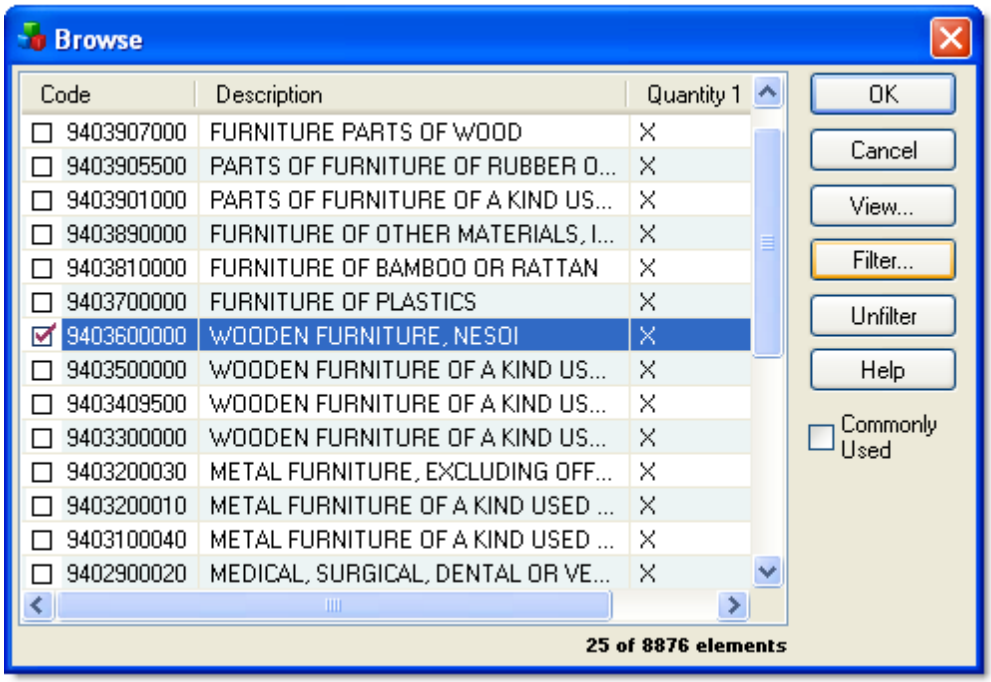
On the **EEI tab**, select the Schedule B code. The EEI is required for export shipments valued over $2,500 (if any one item has a value of $2,500 or more, or if the total value is over $2,500.).

Schedule B codes are commodity classifications used by US Customs to control exported goods. The codes are updated in your Magaya system via a Web service. To manually check for updates, go to the Commodity Classifications list in the Warehousing folder; click Actions > Update. (To learn more about Schedule B codes, see the "Commodity Classifications" topic.)

Check the box to include the information in the EEI: This data will be automatically transferred to a shipment when you create a shipment or a cargo release. This data will also be transferred to the EEI form that is sent toUS Customs AES.



Click on the Browse button to search for and select a Schedule B Code. A dialog box opens showing the Schedule B codes:

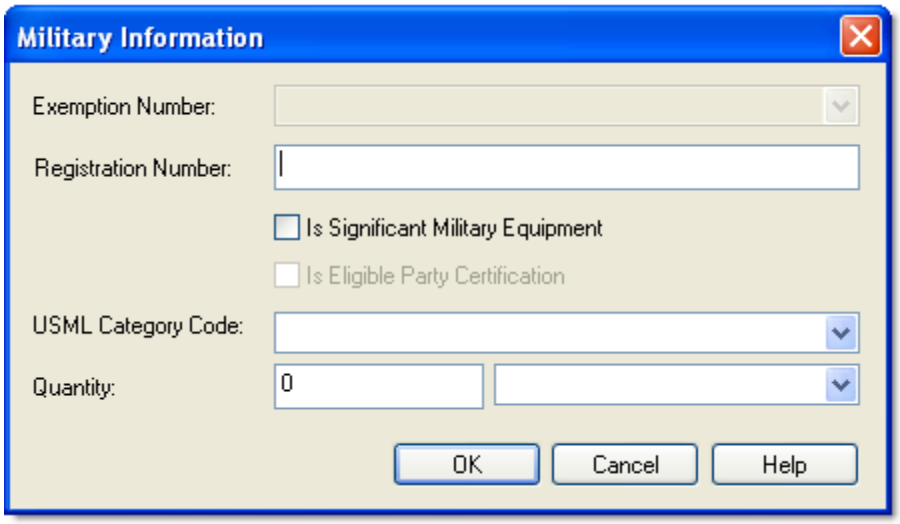

Browse
Code
Description
Quantity 1
9403907000 FURNITURE PARTS OF WOOD X
9403905500 PARTS OF FURNITURE OF RUBBER O... X
9403901000 PARTS OF FURNITURE OF A KIND US... X
9403890000 FURNITURE OF OTHER MATERIALS, I... X
9403810000 FURNITURE OF BAMBOO OR RATTAN X
9403700000 FURNITURE OF PLASTICS X
9403600000 WOODEN FURNITURE, NESOI X
9403500000 WOODEN FURNITURE OF A KIND US... X
9403409500 WOODEN FURNITURE OF A KIND US... X
9403300000 WOODEN FURNITURE OF A KIND US... X
9403200030 METAL FURNITURE, EXCLUDING OFF... X
9403200010 METAL FURNITURE OF A KIND USED ... X
9403100040 METAL FURNITURE OF A KIND USED ... X
9402900020 MEDICAL, SURGICAL, DENTAL OR VE... X
25 of 8876 elements
OK
Cancel
View...
Filter...
Unfilter
Help
Commonly Used

This list contains thousands of entries. To limit the list, click on the "Commonly Used" checkbox. This will display only the codes you use regularly. You can also filter the list to display other entries. When you have selected the code you need, click the OK button. This will return you to the Commodity dialog box's EEI tab. The code and description will be filled in automatically. These codes are updated via a Web service to ensure the system has the latest.

Fill in the other fields on the EEI tab:

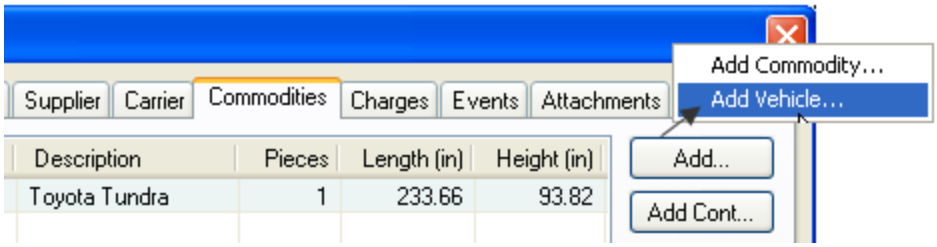
- Enter the **Measurement** information for Quantity 1 and 2 as needed. (This is determined by the Schedule B code entered. When two units of quantity are specified in the "Unit of Quantity" field for a Schedule B classification, both primary (1st) and secondary (2nd) quantities are required to be reported in the AES.) The first Quantity is required unless using a limited export code. The second Quantity is required if the commodity requires it, unless using a limited export code. Not all Schedule B codes require this field; and X by the field indicates it is not required.)
- Enter the **value** (the total monetary value). Use whole numbers. Do not enter zero. This field is required.
- Enter the **ECCN**, the Export Control Classification Number, issued by the Bureau of Industry and Security (www.bis.doc.gov). Enter if the license type requires it.
- Enter the **license type** for the commodity. Click on the button to search. (A frequently used code is C33 for No License Required.) Also enter the

license number if required. If the license type is a code for military shipments, the Military button will be activated.



- Select the **Origin** from the dropdown menu (Domestic, Foreign, or Military). Required.
- Enter the **Export code**. Click on the button to search. (Frequently used codes are OS for General Export and HH for Household Goods.)

If you are shipping a **vehicle**, click the checkbox for "Is Vehicle". Click the Vehicle button and enter the information about the vehicle. Click OK to save it and return to the EEI tab. If you have the VIN Decoder plug-in, you can save time entering data by using the "Vehicle" choice on the pop-up menu when you first add a commodity to the WR (or other transaction). This option will not appear if you do not have the plug-in.



If you want the vehicle information included in the EEI, check the box "Include in EEI". The VIN displays inthe Commodity dialog box title bar and on the WR document.

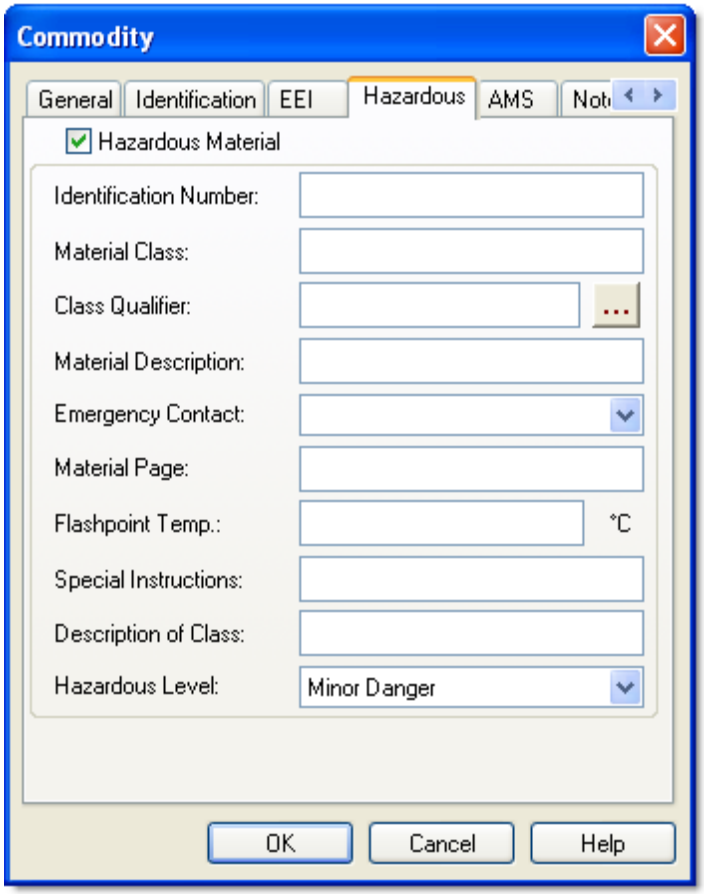
NOTE: *Correct filing of EEI is required to avoid violations and fines.*

When you send your shipment and EEI information, you will receive an Internal Transaction Number (ITN) which is proof of filing. If you receive an error while filing, contact U.S. Customs Border and Patrol (www.CBP.gov).

Hazardous Materials Tab

On the Hazardous tab, check the **Hazardous Material** checkbox and enter information in the fields as needed. These fields are connected to the INTTRA ocean carriers interface that Magaya offers. See the topic on INTTRA for more.

The information required on shipping papers to ship hazardous materials is listed in the U.S. Department of Transportation's (DOT) Hazardous Materials Table (HMT), section 172.101. The basic description of the hazardous materials must include the identification number of the material, the proper shipping name of the material, the hazard class or division, and the packing group. Additional information may be required, depending on the materials you are shipping. The US DOT's Hazardous Materials website is http://phmsa.dot.gov/hazmat.



The flashpoint is the minimum temperature at which the flammable vapors or a substance will ignite when in contact with a spark or flame.

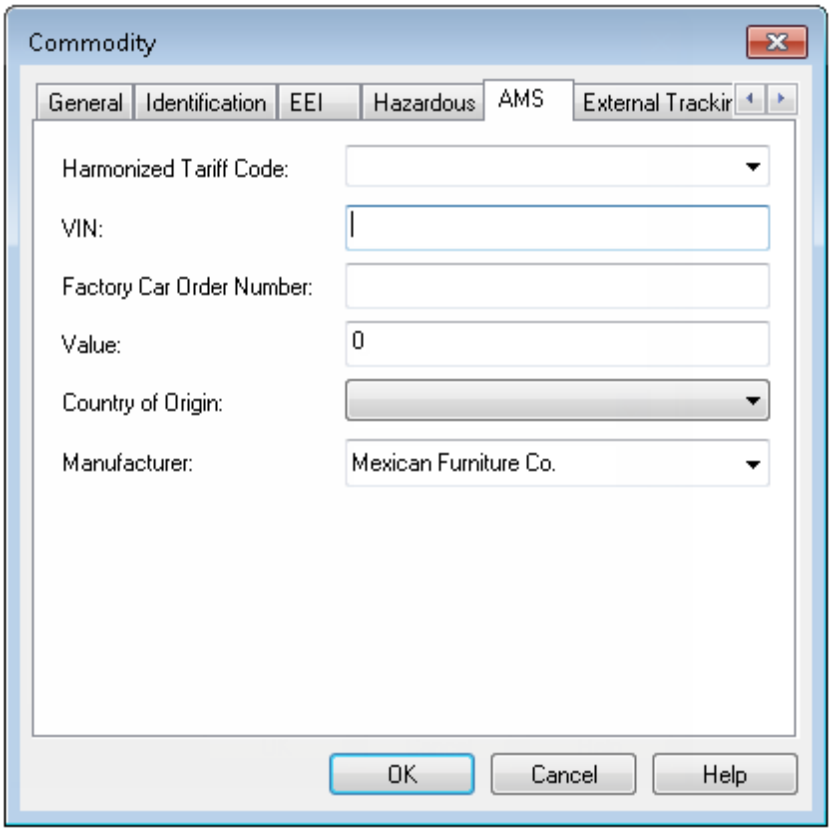
An emergency response telephone number is required.

To enter information in the fields, click on the box “Hazardous Material” to activate the fields. Tthe following define the fields in the “Hazardous” tab:

- **Identification Number**: A code representing the identification number assigned to the hazardous material. The most commonly used are the UN codes considered appropriate for international shipments as well as domestic shipments.
- **Material Class**: A code representing the hazardous class or division designated for the material in the International Maritime Dangerous Goods (IMDG) code.
- **Class Qualifier**: A code that describes the hazardous material class. Click on the button with the three dots to select the code from the list that opens.
- **Material Description**: The proper shipping name of the material designated as hazardous.
- **Emergency Contact**: The name and/or phone number of the person or department to contact in case of an emergency.
- **Material Page**: The page number in the IMDG code in which the hazardous material identification appears.
- **Flashpoint Temp**: The lowest temperature at which the vapor of a hazardous combustible liquid will ignite in the air. Degrees Centigrade/Celsius.
- **Special Instructions**: The material name, special instructions, and/or the phone number, if applicable.
- **Description of Class**: Free form description of hazardous material classification, division, or label requirements.
- **Hazardous Level**: Select the danger level of the hazardous material.

AMS Tab

On the AMS tab, enter information in the fields as needed. If you are shipping a vehicle, the only required (mandatory) field is the VIN.

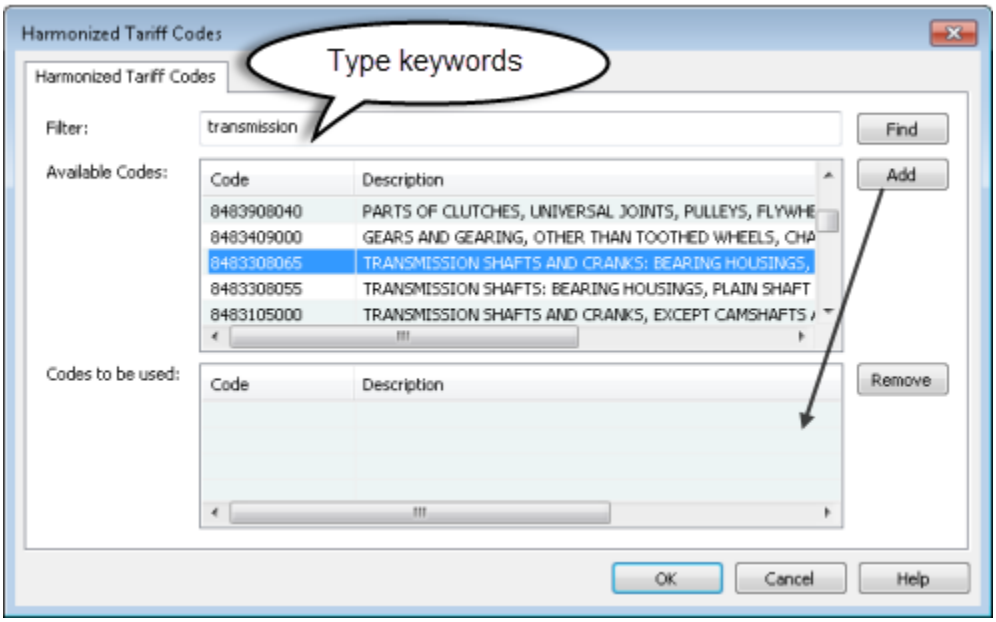


US Customs requires documentation for all **imports** to be sent to the Automated Manifest System (AMS) before the cargo arrives in the U.S. by ocean or air. For details on Magaya AMS, please see the topic "Customs Import Regulations: Magaya AMS" in the Magaya Software Communications user manual or Knowledgebase. When creating a WR, he AMS information may not be available. It can be added to a Commodity later.

To add the Harmonized Tariff Code (codes from the Harmonized Tariff Schedule, HTS), click the dropdown menu for the Harmonized Tariff Code field. If you have used this dropdown before, recently used codes will display in the dropdown menu. If you have not used it, it will be blank. Click the plus sign in the dropdown menu to open the HTS search screen.

In the HTS search screen, type in the keywords for the commodity, and click the "Find" button. Search through the resulting list of available codes. Select the correct one, and click the "Add" button. The code moves to the bottom of the

screen. Click the "OK" button to save this and return to the AMS tab of the Commodity dialog box. The code is populated into the field.



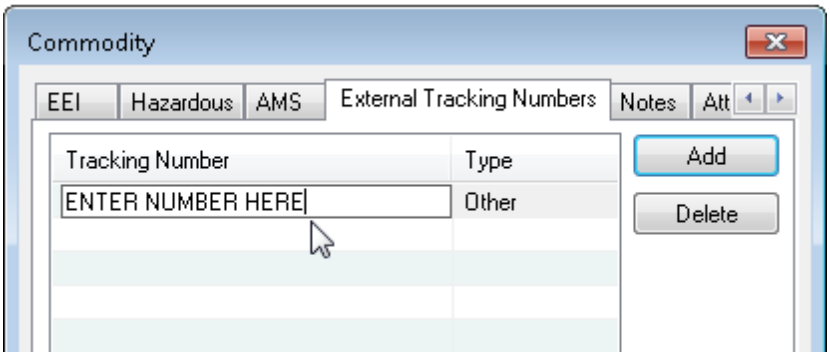
The Vehicle Identification Number (VIN) is mandatory when importing a vehicle. It is on the EEI tab. Click the "Vehicle" button to open a dialog box and fill in the vehicle details.

The Factory Car Order Number is used for a new car or vehicle that does not have a title, but it has the manufacturer's order number.

External Tracking Numbers Tab:

External tracking numbers can be added to the Commodity dialog box.

To manually enter a number, click "Add" and type it in the field. The Type is "Other."

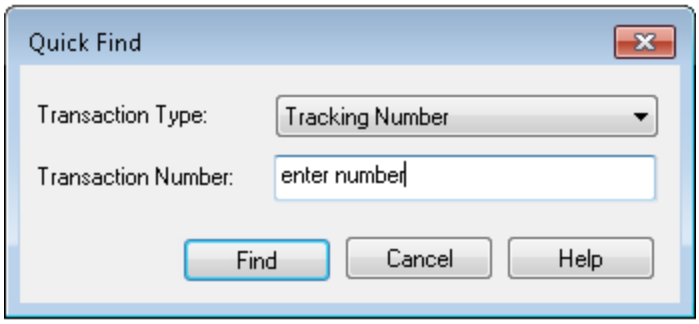


This allows the user to print labels and identify the items with an external tracking number as well as the Magaya Tracking Number.

The external tracking number will fill in automatically in this tab when using the CubiScan Scale Integratin or when a Manual Receive Task is done on the hand-held with WMS Mobile.

This external tracking number also prints on labels.

The system can find the number later: Click the "Find" button on the top toolbar and Select "Quick Find." Then select "Tracking Number" and enter the number.



Extra Info: To learn about different ways to identify items in your Magaya system, see the topic “Identify Items” (or search for the keywords “identify items” in the Magaya Knowledgebase.

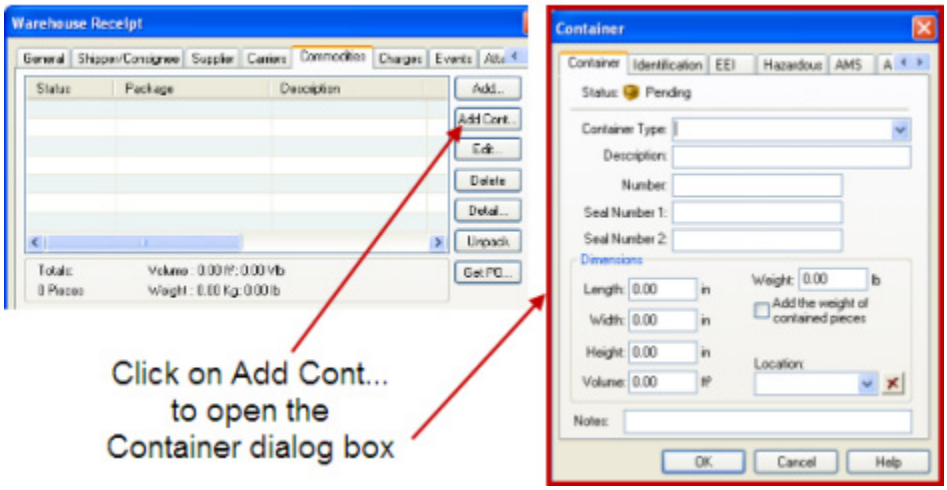
Attachments Tab

On the **Attachments** tab of the Commodity dialog box, click the Add button to add a document or photograph. Use the other buttons as needed. Any attachment added here can be viewed from any other transaction that includes this item. For more information, see the topic “Attachments”.

When you are finished entering information in the Commodity dialog box, click the OK button. All the information will be saved. You will be returned to the WR dialog box. If you need to add more commodities, repeat the steps listed above.

Add a Container

If you need to **add a container**, click on the "Add Cont" button. A dialog box opens to enter the container information. Also see the topic on Pickup Orders to learn more about adding a container.



- On Container dialog box, start on the first tab, "Container". Select the Container Type from the dropdown menu.
- Enter a description of the container (optional).
- Enter the container number.
- Enter the Seal number. If there are two seal numbers, enter both.
- Enter the dimensions of the container if needed.
- Check the box if you want to add the weight of the contained pieces to the total weight.
- Select a warehouse location from the dropdown menu to define the place where the cargo will be picked up.
- The Notes field is optional.

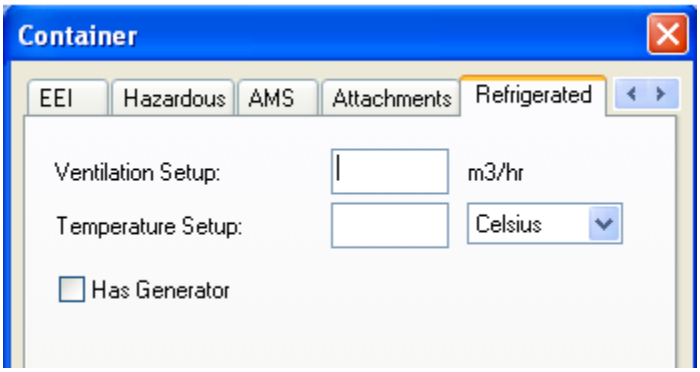
The Identification tab contains fields for the invoice number and PO number:

- Enter the invoice number, the PO number and the Job (if applicable).

The fields for EEI, Hazardous Materials, AMS, and Attachments tabs in the Container dialog box are the same as for the Commodities dialog box. Please see the Commodities section for information on entering data in these tabs.

Note: When you use the "Add Container" button, that container will appear in the Container Reports (available from the Shipment List Actions button). If you use the "Add" button to add a commodity and then selected the container type from the Package Type list, it will not appear in the Container Report.

The Refrigerated tab contains fields for the ventilation and temperature set up.

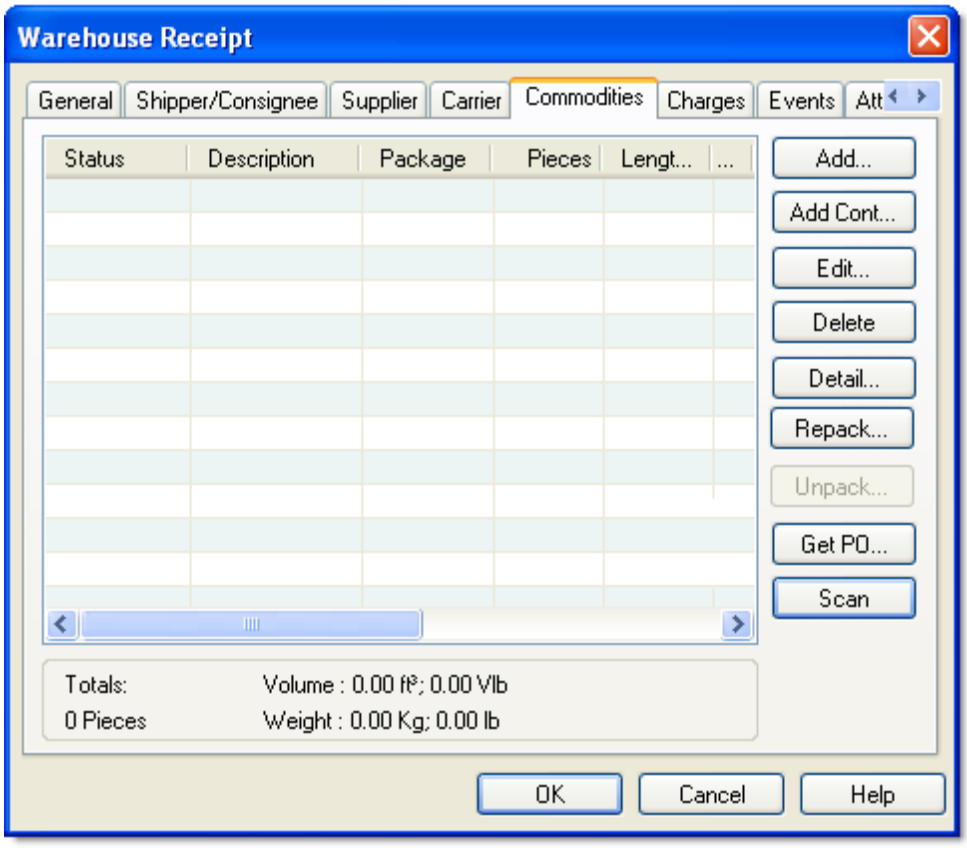


- Enter the ventilation and temperature information.
- Select Celsius or Fahrenheit from the dropdown.
- Check the box if the container has a generator.

After you have entered the information needed, click the OK button. This returns you to the WR dialog box.

Scan Bar Codes to Enter Commodities

In addition to using the "Add" button to add commodities, you can also use the **"Scan"** button to add commodities.



To use the Scan button, your system must have the Magaya Bar Code Scanner plug-in activated. Contact Magaya to activate it.

Scan the bar code on the items with the handheld barcode scanner.

The scanner will populate all the fields that describe the item such as its dimensions based on the information entered into the Magaya system when the Inventory Item Definition was created. The item will be added to the list in the WR.

Tip: If you are receiving more than one package of the same commodity, you can right-click on the commodity in the WR dialog box and click Add Copy.

Then you can edit any details inside the Commodity dialog box for that package such as if the weight is different from the first package.

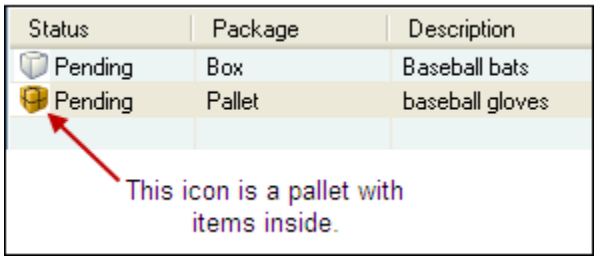
Other functions you can perform with the bar code scanner are releasing cargo (see Chapter 9 of the *Magaya Cargo System Operations Manual* or Chapter 13 of the *Magaya WMS Operations Manual*) and verifying packing lists in shipments (see Chapter 14 of the *Magaya Cargo System Operations Manual*).

To place items inside a pallet, select an item and click the Repack button. Steps for using the Repacking Wizard are explained in the section "Repacking Cargo."

Other buttons on the WR dialog box include Edit, Delete, Detail, or Unpack. To use one of these functions, select the commodity and click the button you need.

Use the **"Detail"** button to view the items inside an existing pallet or to add more items to it. (If you select an item that is not a pallet and click the Detail button, the system will tell you "The number of pieces must be 1 to edit the detail of an item.")

When you build a pallet and place items in it, the icon in the WR commodity list will change to a pallet icon to indicate items are inside a pallet:



In additon to the pallet icon, Magaya Explorer has other icons to indicate status of cargo:

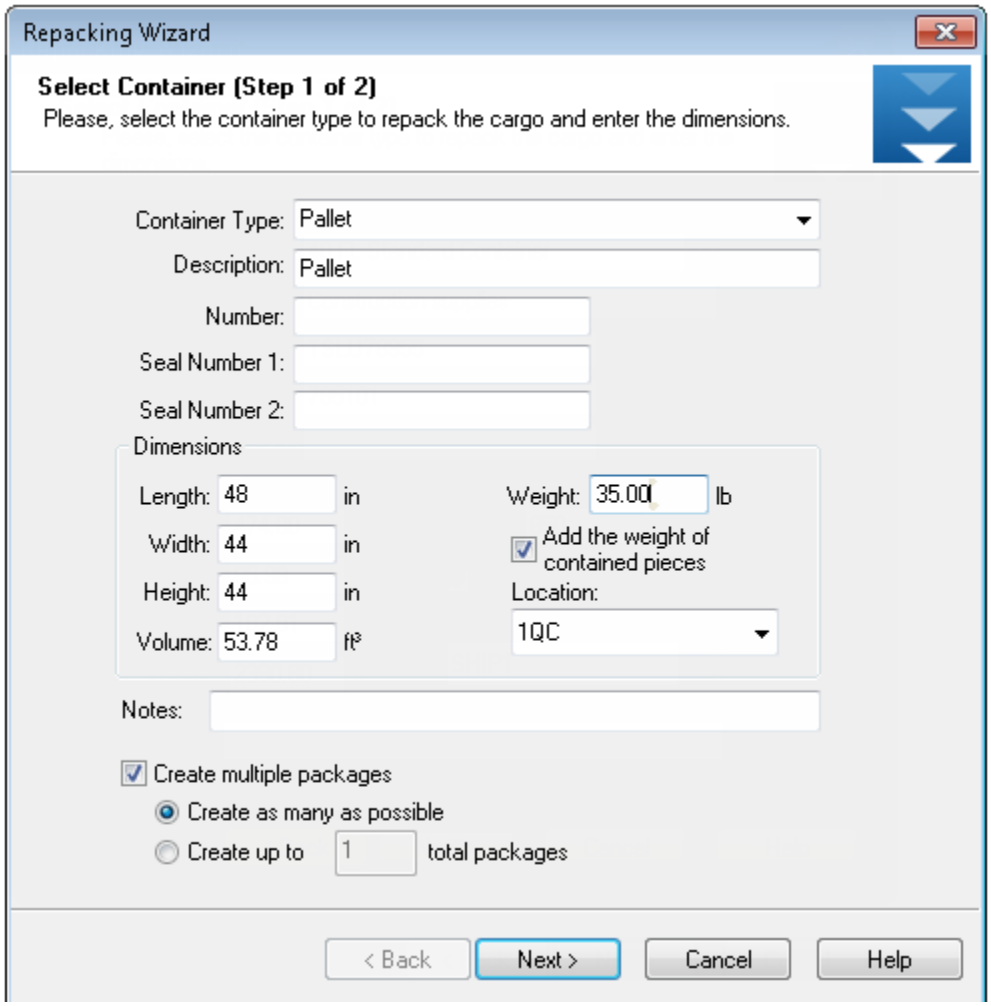
- Yellow is In Process (or Ordered)
- Aqua is On Hand (in the warehouse)
- Purple is Loaded (in a shipment)
- Light Green is In Transit (Dark Green is Arriving)
- Blue is Delivered

To take items out of a pallet, click the **Unpack** button in the Commodities screen. The individual items will be listed on the commodity list. The icon will change to indicate the commodities are not inside a pallet.

You can adjust the columns as needed by clicking and dragging the column to widen it or narrow it. The total weight, volume, and number of pieces displays on the bottom of the screen.

Repacking Cargo

Use the **Repack** button to repack items as needed. A wizard opens with fields to enter the information about the container. You can select the type of container, including boxes and pallets.

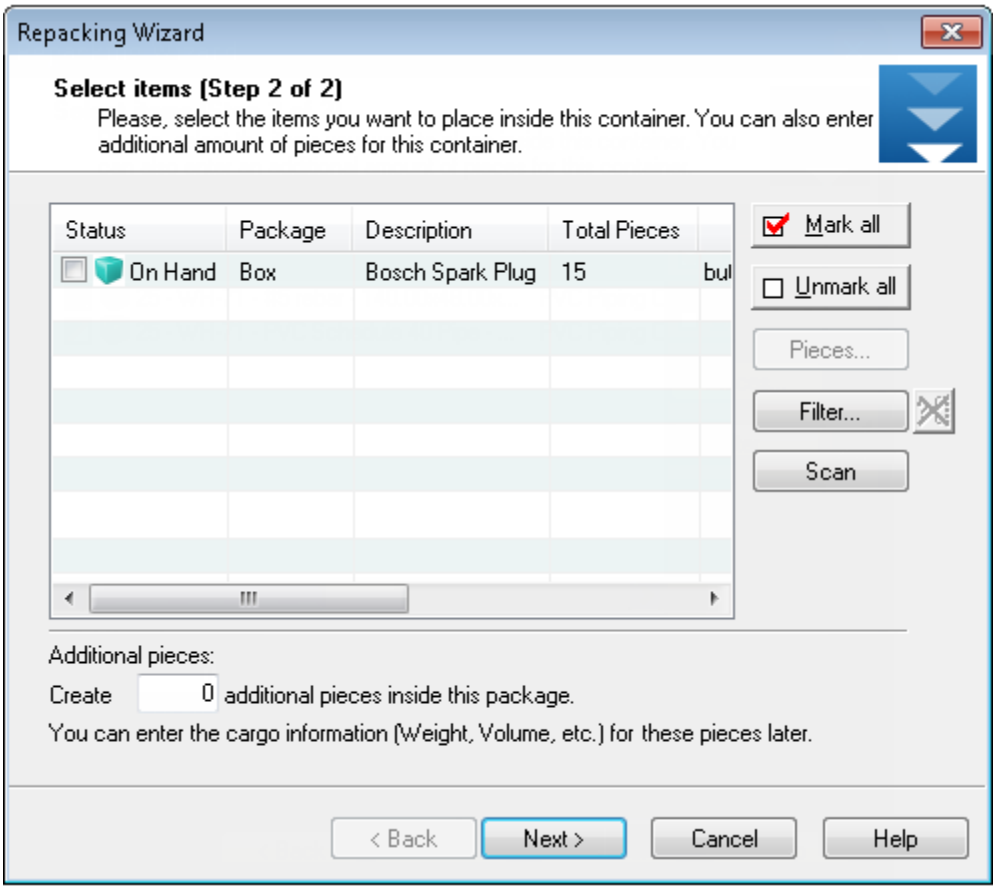


If you want to make more than one package, check the box "Create multiple packages." For example, if you receive 1000 pieces but they come in boxes of 50,

check this box to create 20 boxes in one step. There are two options for creating multiple packages:

- Create as many as possible - use when you don't have a specific request from a customer, or
- Create a specific number of packages. Enter the number.

The next screen in the Repack wizard enables you to select the items to repack. These are the items from the WR:



You can use the Repack option more than once in a WR. For example, if you receive 10 items, you can repack 5 items in one pallet and the other 5 items into another pallet. The items must be from the same location.

You can also create additional pieces by adding a number in the field for "Additional pieces." This is useful if a customer sends you a Sales Order or information via EDI in advance of the items physically arriving at your warehouse. If the quantity that arrives is different than the information on the EDI, then you can add an extra pieces here.

Click the Finish button when you are done.

Extra Info: Pallets are often used in repacking in the warehouse while containers are often used when creating ocean shipments.

Charges

Overview:

Magaya software enables you to add, edit, and process charges for transactions such as Pickup Orders, Warehouse Receipts, Cargo Releases, Bookings, Quotations, and Shipments.

Extra Info: Charges can be automated to appear in transactions. To automate a charge, go to the Accounting folder > the Items & Services. Open the item or the service, and go to the "Automatic Creation" tab to set the automation.

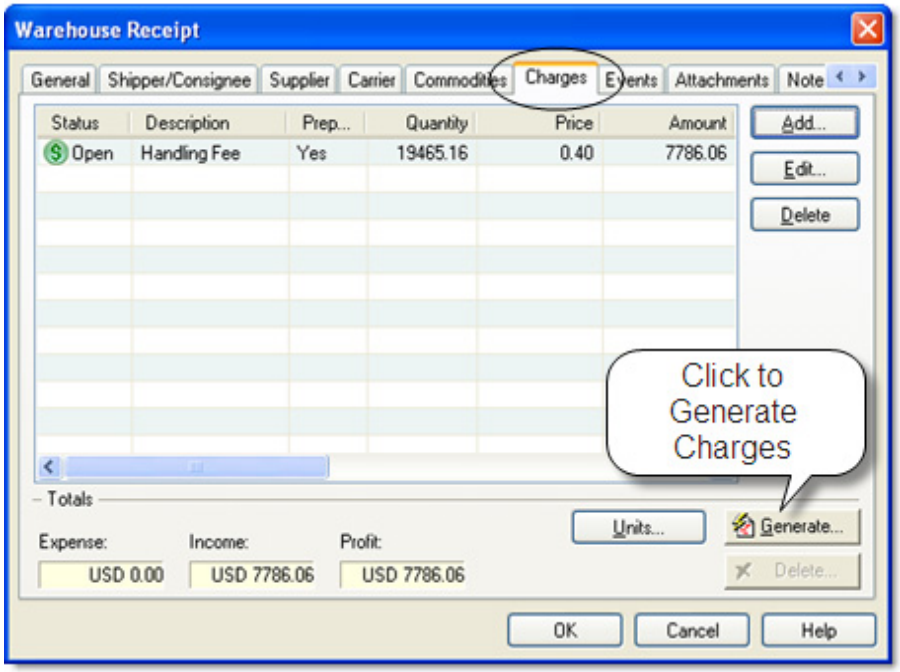
Charges entered on a Charges tab will be used for accounting functions such as generating bills and invoices. Information from Items and Services is used to calculate the charges and liquidations of shipments.

There are four types of charges, (two income and two expenses):

- An Income Charge: can be a flat fee or depend only on measurements of items used to invoice a customer.
- An Income Freight Charge: This price depends on origin, destination, mode transportation, packaging and measurements of items used to invoice a customer.
- An Expense Charge can be a flat fee or depend only on measurements of items used to pay a vendor.
- Expense Freight Charge depends on origin, destination, mode transportation, packaging and measurements of items used to pay a vendor.

The Charges tabs in different transactions may look a little different from each other. Some of the buttons may be in different places, but they have the same features in each of the transactions.

For example, take a look at the Charges tab in a Warehouse Receipt (WR):



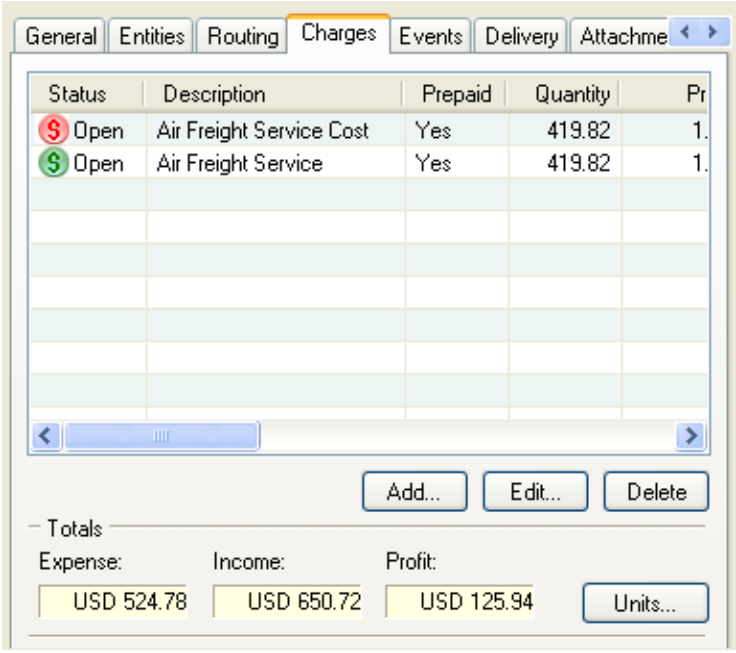
The Add, Edit, and Delete buttons are on the right side.

The Generate button will generate the charges and create applicable accounting transactions such as invoices and bills. After they are generated, the charges will have a status of "Posted." For more information, see the section "Generate Accounting Transactions from a WR."

Total expenses, income, and profit are displayed on the bottom of the tab.

The "Status" column shows if a charge is open or posted. The green $ dollar sign symbol is for income charges. The red $ dollar sign shows an expense.

Take a look at the Charges tab in a Shipment:



The Add, Edit, and Delete buttons are on the bottom. The same functions are available, just in different places. (When working in a shipment, generate charges by using the Liquidation button on the Shipment Toolbar - not visible in this screenshot.)

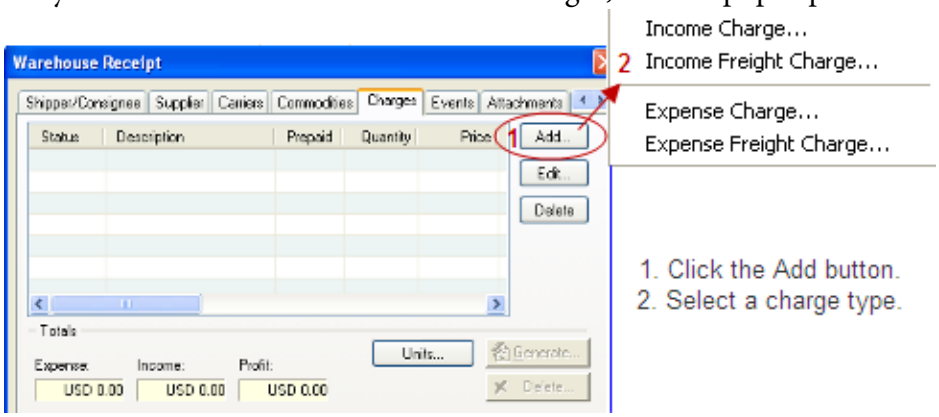
The Units button enables you to change the measurement units. Check the Units button to open a new dialog box:

In the Units dialog box, you can change the measurement units such as length to change it from the default of Inches to other choices: Meter, Foot, MM, CM, or DM. Each of the Units can also be changed to calculate to a different decimal place than the default “0.00”. Use the dropdown menus to make changes. Click the OK button when done to save. The changes will apply to **this** transaction only. To change the measurement units for your entire Magaya system, go to Maintenance folder > Configuration > Measurement Units.

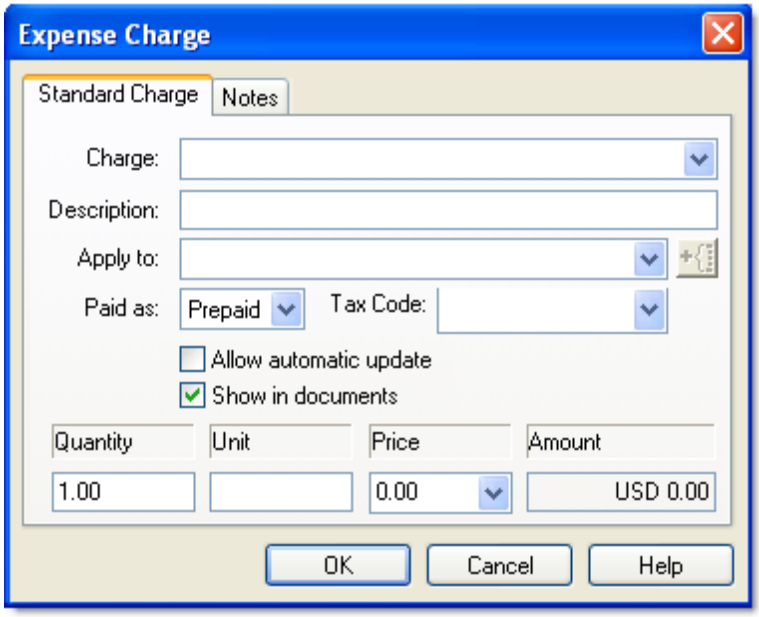
For the following example we will use the Charges tab from a Warehouse Receipt to illustrate the functions.

Working with the Charges Tab

When you click on the Add button to add charges, a menu pops up:

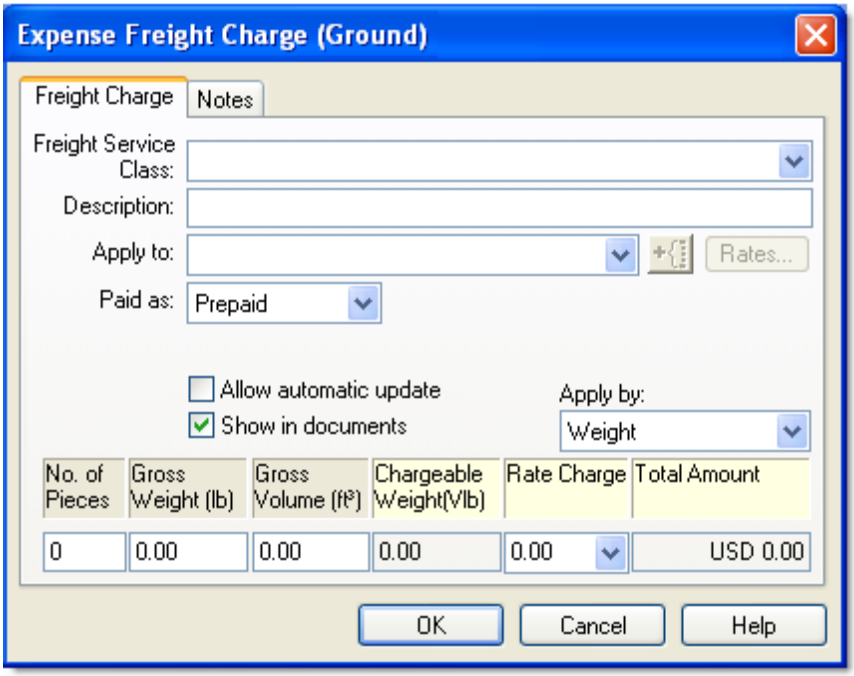


When you select a charge type, a dialog box opens.



The Income Freight Charge and Expense Freight Charge dialog boxes are the same (except for the title).

NOTE: *If the Freight charges option is grayed out, you cannot select it. To make it available, return to the Shipper/Consignee tab and select a Mode of Transportation.*



The freight charge tab will indicate the mode of transportation in the title (Air, Ocean, or Ground) depending on the mode selected. *Note*: Select "Income Charge" for Inland Freight, instead of using "Income Freight Charge" if you are adding a charge for local trucking.

A Tax Code field will appear if you have set up sales tax in the Chart of Accounts. (It is not displayed on this screenshot.)

To enable the option "Allow automatic update" for a charge, check the box. If you make a change to a commodity such as the weight, the charge for the new weight will be calculated and updated automatically. Uncheck the box if you do not want this automated.

If you check the box to show charges in documents, the charges will show in operations transactions and documents such as WRs and Pickup Orders (and will be visible to customers). The charges will always appear in bills and invoices even if you do not check this box.

Sample Scenarios for Adding Charges:

If you are a freight forwarder and you are creating a Warehouse Receipt, you add a freight expense charge and apply it to the trucking company because they are charging you and you need to pay them.

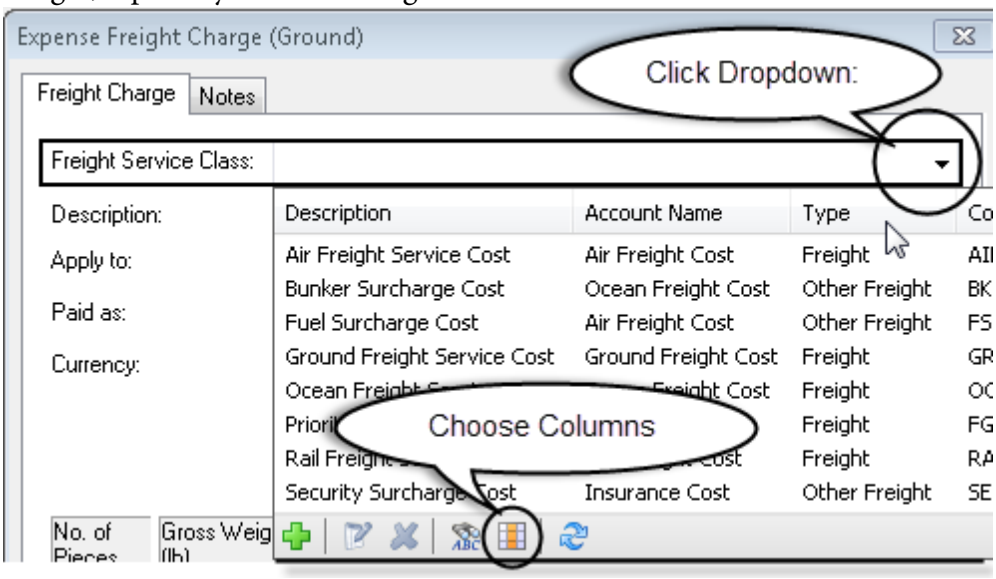
Add an income freight charge when you are billing the customer so they can pay you if you pick up the cargo for them.

An income charge or expense charge is applied to the customer for services you offer such as crating or documentation.

Adding Charges:

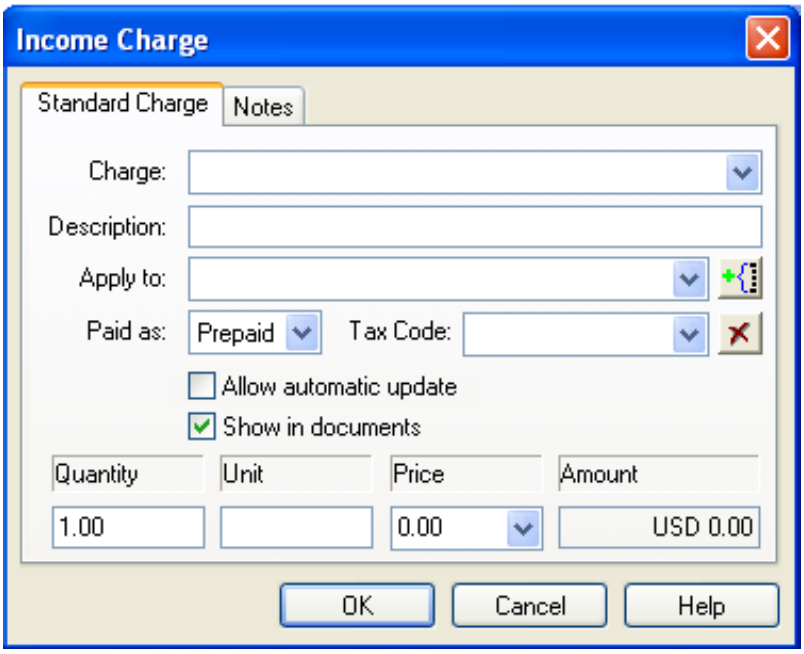
The charges entered in a WR are integrated into the Accounting system in Magaya Explorer and will appear on invoices, bills, etc., as applicable when the accounting transactions are generated. Use the Generate button in the WR or the Liquidation feature in a shipment to generate charges. (For more details, see the section on Liquidation in Chapter 14 “Creating Shipments” in the *Magaya Cargo System Operations User Manual*.)

When viewing one of the Charges dialog boxes, you can choose the columns in the dropdown menus such as for the “Charge” dropdown or the “Freight Service Class” dropdown. For example, you may want to know what type of charge you’re looking at. Click the dropdown menu and click the "Choose Columns" button in the toolbar of the dropdown. The checkmark the column "Type". Then view the dropdown menu again to see the types of charges. This column can also be seen in the list of Items & Services. It is helpful to understand the charges, especially while learning to use the software.



For Income Charges and Expense Charges:

Remember: Income charges will appear on your customer's invoice. An expense charge is what you pay your vendor.



- Select the charge from the dropdown menu. (Notice the income charges are "fees" and "income". The expense charges are "cost" and "expense".)
- Add a description (optional).
- "Apply To" - Select who the charge is applied to such as a customer or carrier. The system defaults to filling in the name of consignee for an Income charge and the Carrier for an Expense charge. (If the customer needed is not shown in the dropdown list, use the button next to the drop-down to show all entities.)
- "Paid as" - Select if the charge is Prepaid or Collect. (Prepaid means the charge is paid or invoiced at origin. Collect means the charge is paid at destination. It is collected by the destination agent if you have one at the destination.) *Note*: Define this per customer in their profile on the "Payment Terms" tab.)
- "Tac Code" - Select a sales tax code if applicable to your services. (In the US, sales taxes are not applied to freight services, but they are applied in other countries.)
- Select the checkbox to show the charges in the documents if you want the charges to appear in operations documents such as WRs, visible to the customer. (Charges will always appear in accounting transaction documents such as invoices and bills).

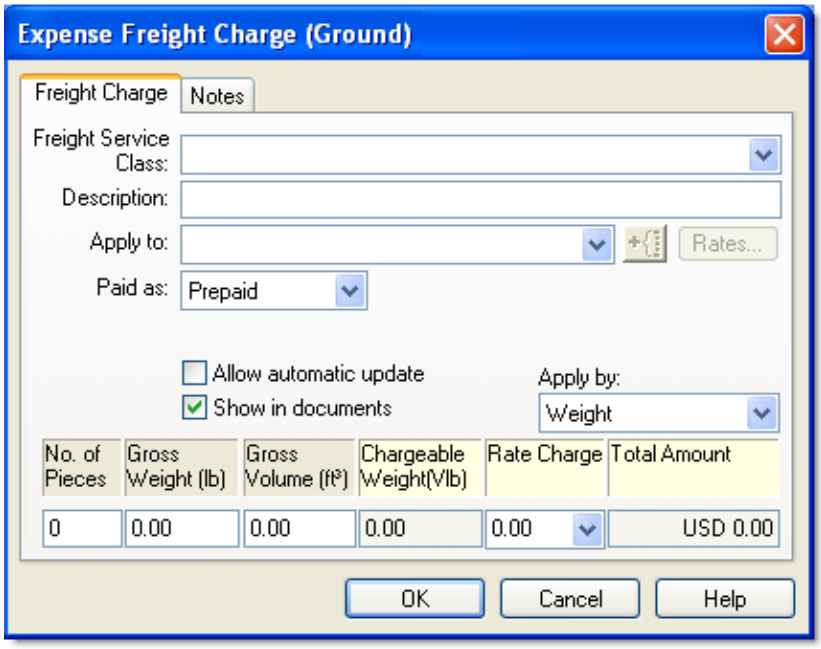
- Enter the quantity applicable for the service you are charging. (For example, for handling services at $2.00 per pound, enter the amount of pounds.)
- Enter the Unit you are using. For the example above, enter pounds (lb).
- Enter the price for your service (for example $2.00 per pound). If you set up the price in Items and Services, it will available from the dropdown.
- The amount will be calculated by multiplying quantity by price.
- Click on the Notes tab to add notes (optional) if you need more information on the invoice about the charge.
- Click OK to save the information and close the Income Charges dialog box. This will return you to the Charges tab of the Warehouse Receipt dialog box.

Add additional charges as needed. Use the Edit button to make any changes.

Use the Units button to select units of dimensions and weight.

For Income Freight Charges and Expense Freight Charges:

Remember: Income Freight Charges depend on origin, destination, mode transportation, packaging and measurements of items used to invoice a customer. Expense Freight Charge is what you pay a vendor based on the origin, destination, mode transportation, packaging and measurements of items.



- Select the freight service class. (This will pull the type of freight from the Items and Services list in the Accounting folder.)
- Enter a description (optional).

- Select who to apply the freight charge to such as the carrier for expense charges or apply to customer for income charges. (If the customer needed is not shown in the dropdown list, use the button next to the dropdown to show all entities.)

  If you want to customize the rates, click the Rates button. A dialog box will open for that carrier or customer. Enter data and click OK to save the rate and return to this screen.

  When you change how you apply the charge (by weight, pieces, etc.), the totals across the bottom change. The unshaded fields (yellow) will be multiplied automatically to calculate the total. You only need to fill in the unshaded fields.

- Select if the charge is Prepaid or Collect. (Prepaid means the charge is paid or invoiced at origin. Collect means the charge is paid at destination. It is collected by the destination agent if you have one at the destination.)
- Allow Automatic Update: Check this option to allow changes made to the charge to be calculated automatically.
- Select the checkbox to show the charges in the documents if you want the charges to appear in operations documents such as WRs, visible to the customer. (Charges will always appear in accounting transaction documents such as invoices and bills).
- Select from the dropdown menu to apply the charge by Pieces, Weight, Volume, or Container.

  The totals for the number of pieces, Gross weight, Gross Volume, Rate Charge, and Total Amount are displayed in the fields across the bottom.

  Remember Weights: The Chargeable Weight is the larger of these two weights: the gross weight and the volumetric weight.

  The gross weight is the weight of the items inside a container plus the weight of the container. (Items + container = Gross Weight)

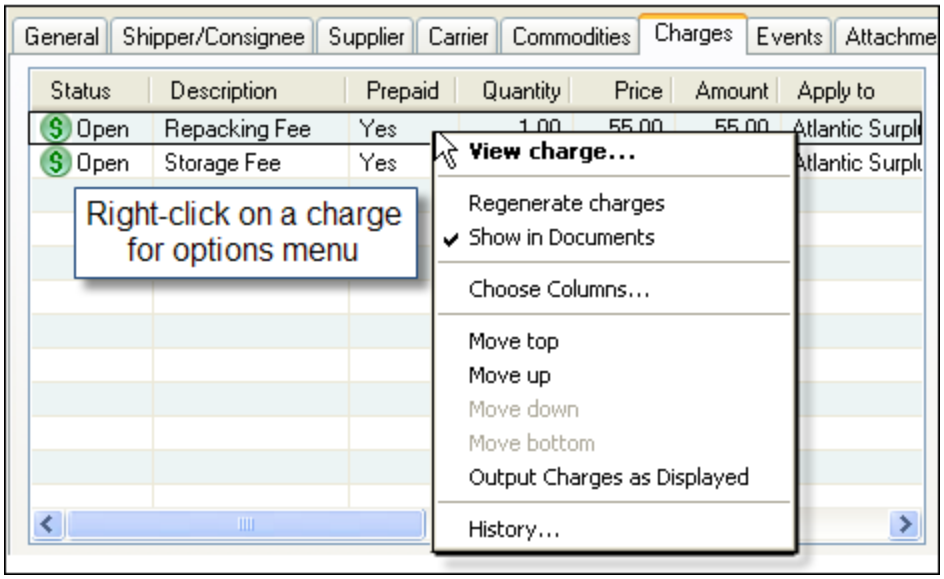
  For more on weights such as dimensional weight, see the Knowledgebase topic “Air Waybills”.

- Click OK to save the information and close the Expense Freight Charges dialog box. This will return you to the Charges tab of the Warehouse Receipt dialog box.

Tip: For every expense you add, also add an income.

Other options on the Charges tab: You can edit or delete a charge by selecting it and clicking on the button you need.

To view options, right-click on a charge and a pop-up menu appears:



The pop-up menu has many options such as moving a charge up or down in the list. This will affect how the charges display in documents and in LiveTrack. Priority of some charges can be set in the Items & Services list; see the *Magaya Software Accounting Manual*.

If you make changes to one or more charges, select "Regenerate charges" to recalculate.

Other functions on the Charges tab:

Units: If you want to change the measurement units for this transaction, click on the Units button. This will only change the units for the transaction you are working on such as a WR.

The total expense, income, and profit display on the bottom of the screen.

The Generate button is for generating any bills or invoices associated with the charges entered.

You can adjust the columns as needed by clicking and dragging the column to widen it or narrow it.

Events

Introduction to Events Tab

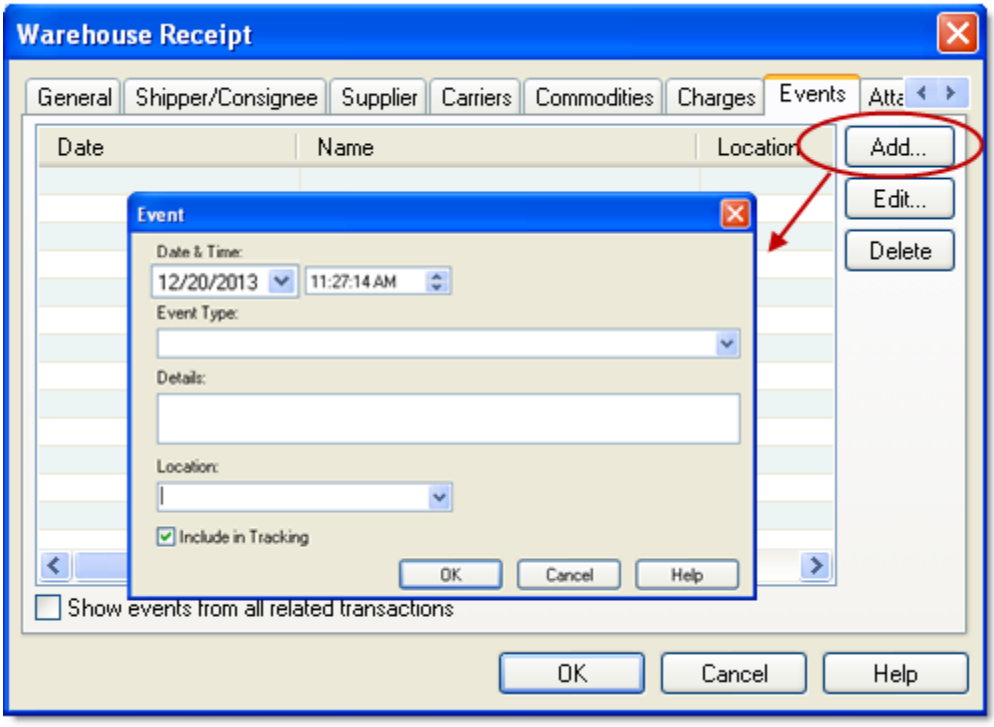
The Events tab is used to list any events related to the transaction such as a Warehouse Receipt or Pickup Order. Magaya software comes with a default list of event definitions you can choose from. You can also create your own event definitions.

Events entered in the dialog box will appear in the email message sent with Magaya Transaction Tracking and Magaya LiveTrack communications, visible to the customer, based on the configuration setup.

You can also view Events for a transaction by going to the transaction list and clicking on the "Detail" button. A new panel opens. In the panel, select "Events" from the menu.

Add an Event

To **add an event** to a transaction, click on the Add button. A dialog box opens. It contains a list of pre-defined events.



- Set the date and time for the event.
- Select the event type from the dropdown menu.
- Details are optional.
- Select a location if needed. The location is the geographical place where the event will take place.
- The box is checked to include the event in tracking. When the customer or agent views the transaction in LiveTrack, the Events are visible in the section called “Tracking Details”.

- Click OK to save.

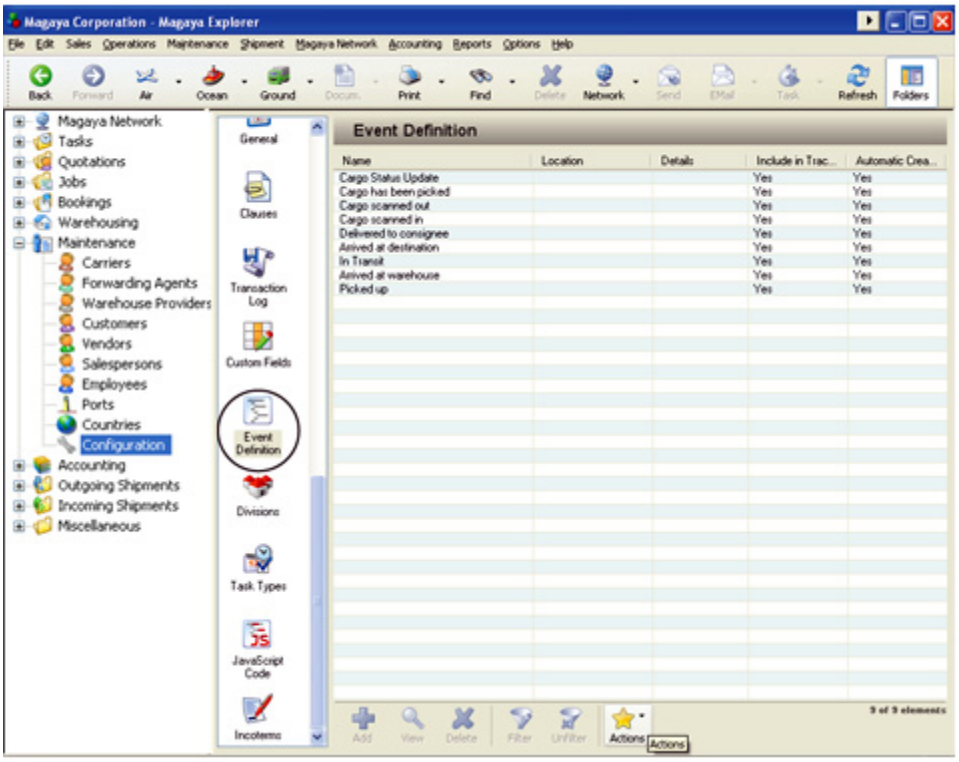
Define New Event

Magaya software enables you to define events. In addition to using the default events included in the software, you can create your own to suit your business needs. To define events:

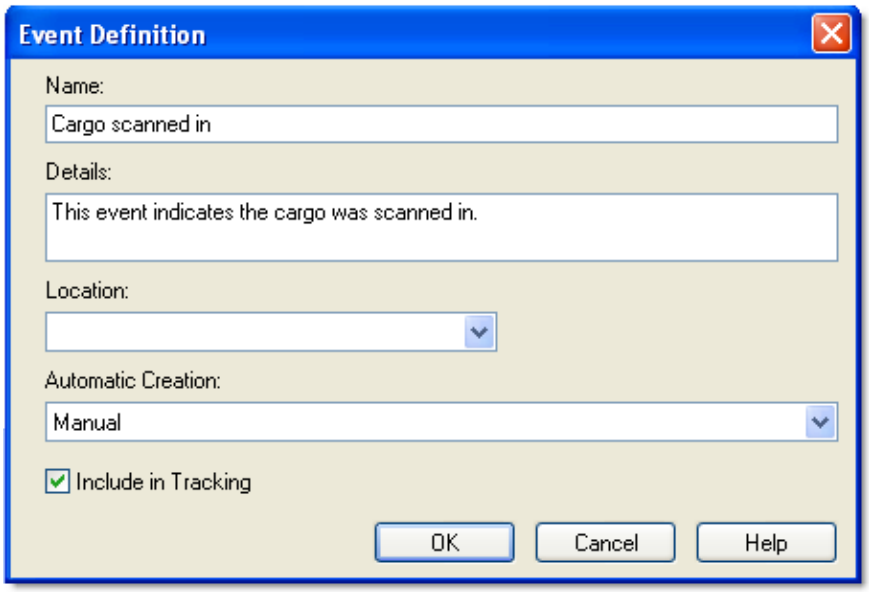
1) Go to Maintenance folder > Configuration.

2) Click on the Event Definitions icon on the menu.

The following screenshot shows the Event Definitions screen:



Click the Add button. A dialog box opens:



- Enter a name for the event.
- Enter details on the event (optional).
- Select a location to connect with that event (optional).

- Select from the dropdown to choose the type of automatic creation for this event. There are many options: For example, you can make an event appear in a WR or Cargo Release when it is created, emailed, or liquidated. Selecting "Manual" will not automatically create an event: You will have to select the Event each time for each transaction you are creating that you want the Event to appear in.
- The checkbox "Include in Tracking" is checked by default. This means this event will be visible to the customer (or agent) in the online tracking, Live-Track.
- Click OK to save.

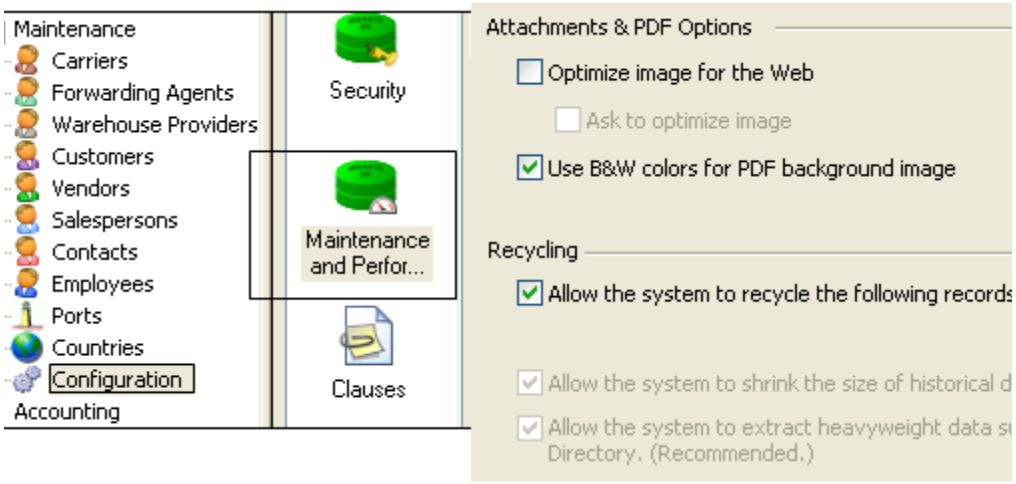
Attachments

Introduction to Attachments

Attachments such as photographs and scanned documents can be added to transactions in Magaya Explorer by browsing for them on the computer or directly via a scanner.

IMPORTANT: We recommend optimizing your database to help your system handle large files better. Go to the Configuration menu option > "Maintenance & Performance." It is recommended that you perform the Recycling options in this Configuration menu. Check the box to extract heavyweight data to the Blobs folder, which is where the photographs are stored. These are stored outside your database; they are not automatically backed up when you perform

a backup. For details and steps, see Chapter 8 in the *Magaya Software Customization Manual*.



Photographing cargo when it arrives at your warehouse and attaching the photograph to the WR creates a record of its condition for you and the customer.

Tip: Smaller file size is better for photographs; they will be easier to email and view on LiveTrack.

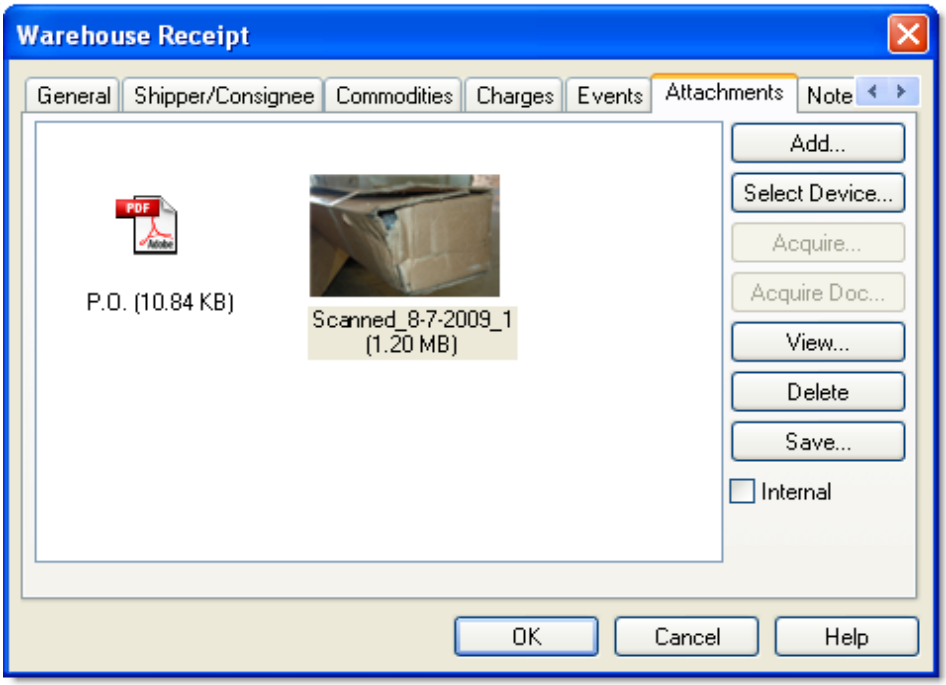
Drag and drop attachments from a Microsoft Outlook email message into Magaya: Click the attached file in the Outlook message and drag it into the Attachments window in Magaya.

Add an Attachment

Attachments can be added to transactions in one of the following ways:

- Click on the "Add" button on the Attachments tab to attach a photograph or other document one at a time, or hold the Shift key to select multiple items to attach.
- To view it after adding it, select a image or document and click the "View" button. You can also delete it,or save it in another location such as on another computer in your network or in a different folder on your computer.
- Click and drag items from your computer into the "Attachments" screen.

The following is an example of a photograph and a PDF attached to a Warehouse Receipt and displayed in the Attachments tab:



You can also drag and drop attachments from a Microsoft Outlook email message: Click the attached file in the Outlook message and drag it to the Magaya transaction Attachment window.

Result: The photo or document is added to the transaction (i.e., at the transaction level). To add an image to an item (i.e., at the item level), open the item's dialog box.

Add Attachment from Scanner

Documents and images can be acquired directly from a scanner and attached to a transaction such as a Warehouse Receipt, Cargo Release, etc. The attachment can also be saved to your computer or network so you have a copy of it.

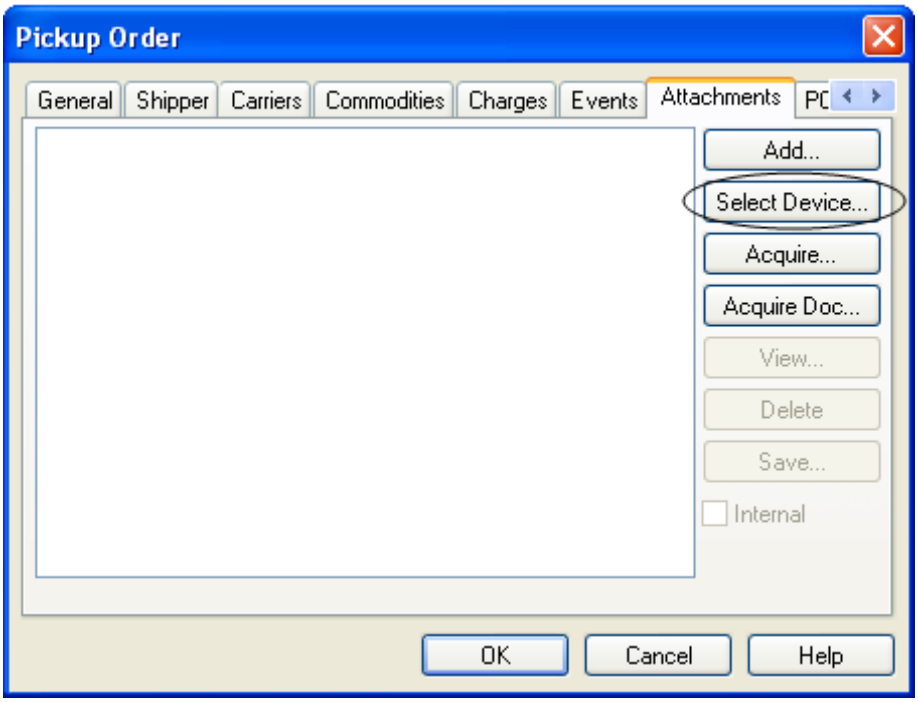
The recommended file size is 150 kb or less. Larger files are slow to email.

Before starting these steps, make sure your scanner is plugged in and working properly.

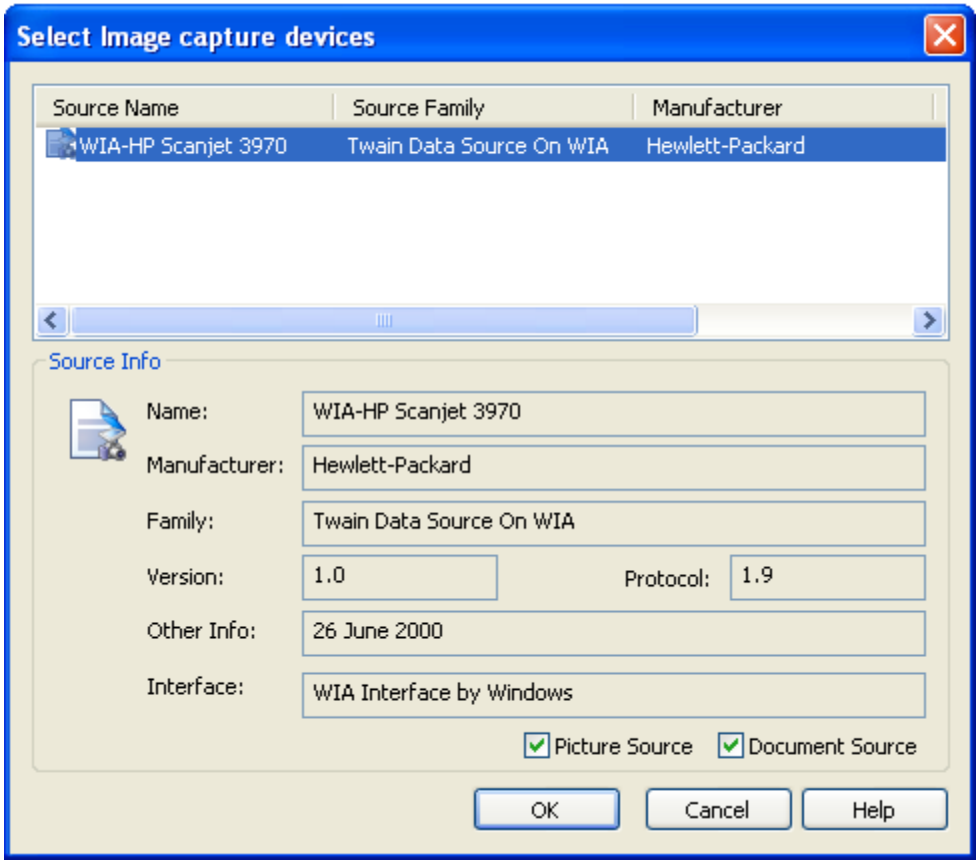
1) Go to the Attachment tab in the transaction you are working on such as a Warehouse Receipt or Cargo Release. If you have not used the scanner

feature in Magaya Explorer previously, the buttons for acquiring from the scanner will be grayed out and need to be activated.

To activate the Acquire buttons, click on the "Select Devices" button:



A dialog box will open:



2) Click on the scanner you want to use. (Note: You must have the scanner connected to your computer.) The information about that scanner will populate the fields in the dialog box.

3) Click on the checkboxes: Picture Source and Document Source.

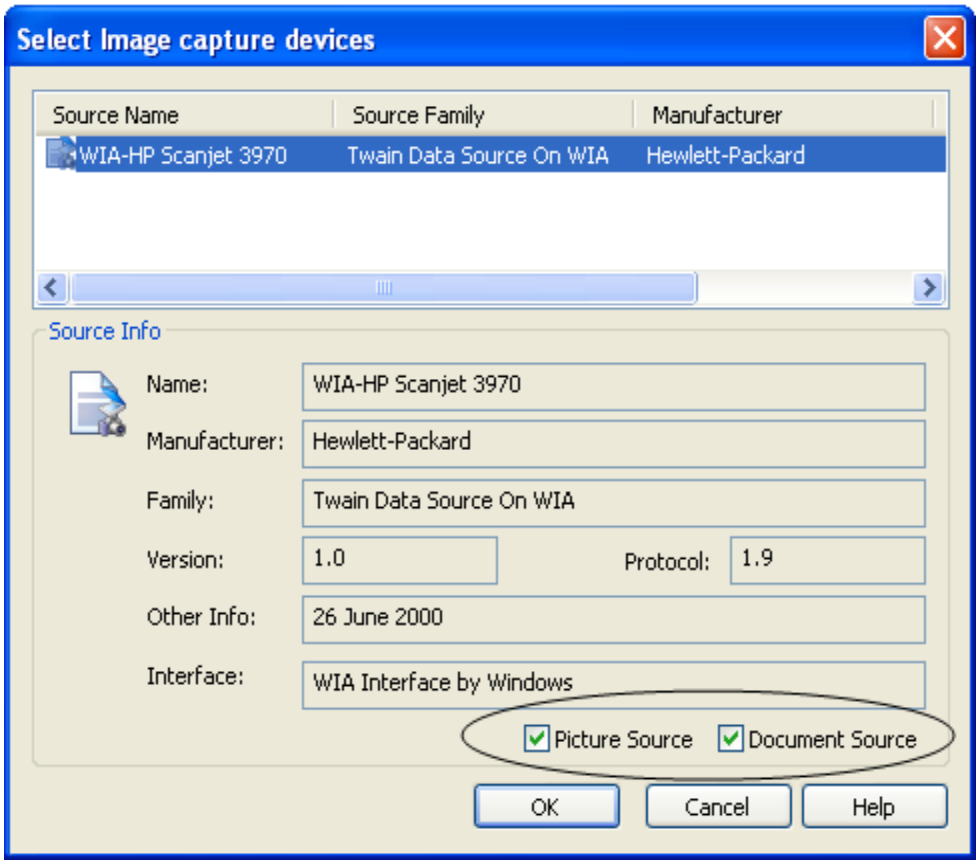
   The Picture Source option acquires images from a camera, web cam, or scanner. For example, you may have a web cam set up in your warehouse to photograph the cargo as it arrives. It will save the scan in an image file format.

   If you want to use the scanner just for scanning documents, click on the checkbox “Document Source”. The Document Source option acquires

documents you scan such as Commercial Invoices that arrive with the cargo. The document is saved as a PDF.

The source assigned will determine what dialog boxes you will see in the next steps.

If you have one scanner, check both boxes for it:



If you have multiple scanners, set one scanner as the Picture Source and the other as the Document Source. These settings can be changed at any time.

4) Click the OK button. You will be returned to the Attachment tab.

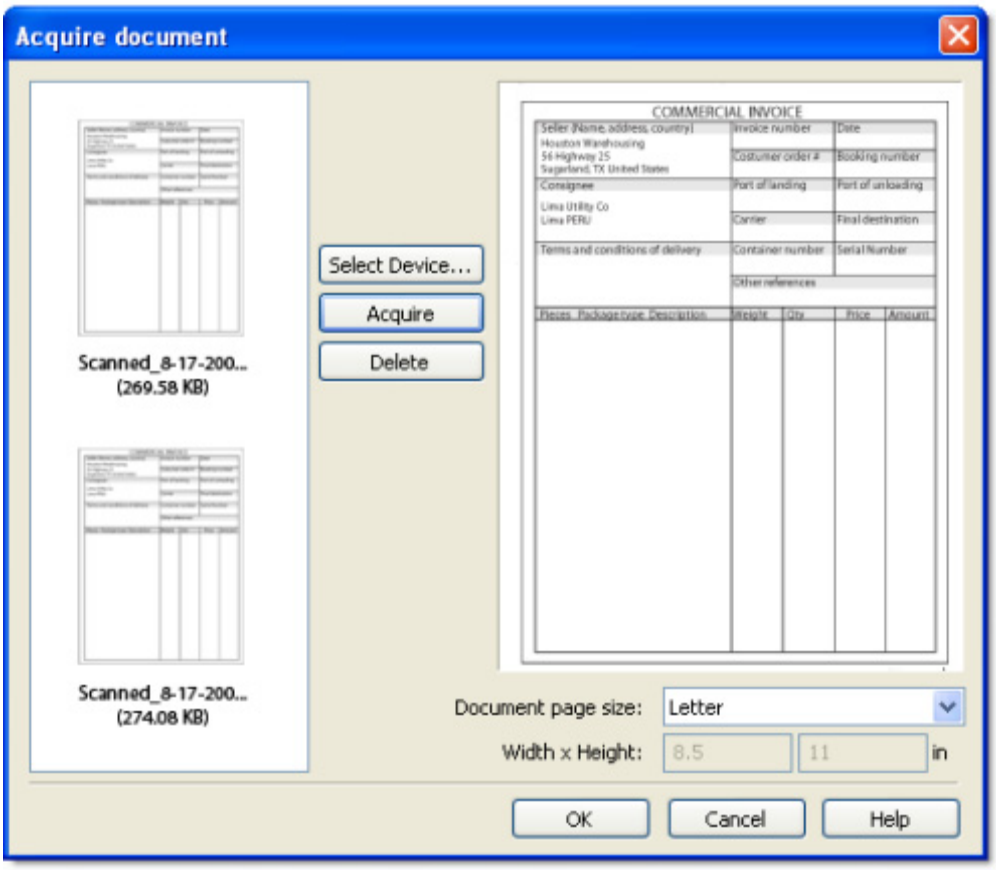
5) Click on the "Acquire" button on the Attachment tab. A dialog box opens.

The "*Acquire*" button is used to scan an image. It will open a dialog box with instructions to scan a document. (The "Select Device" button is here if you want to change scanners.)

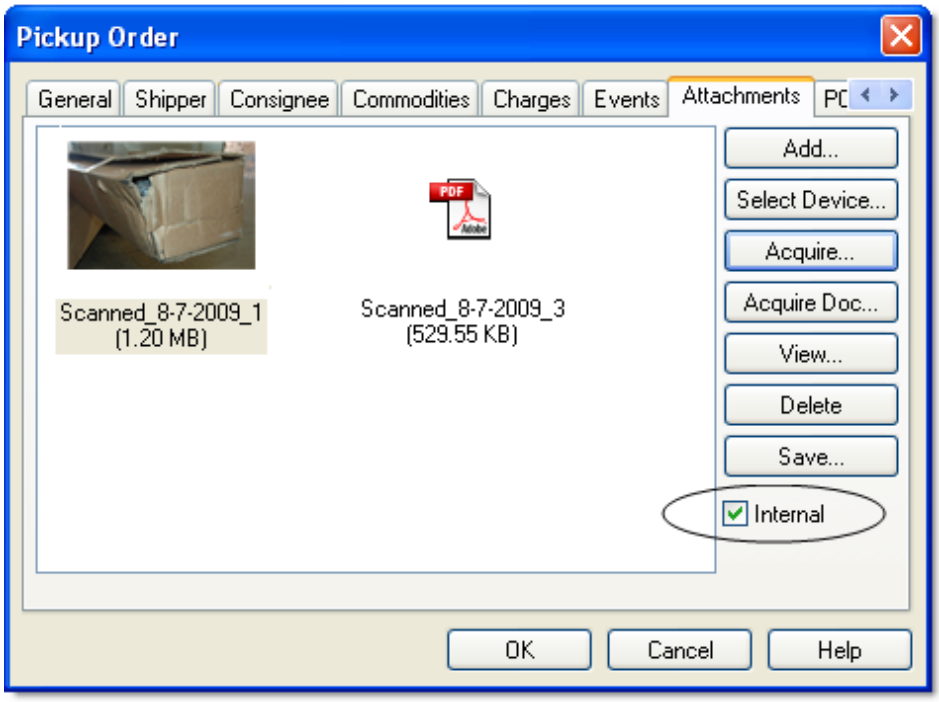
The "*Acquire Doc.*" button is used to scan a document. It will be saved as a PDF.

A preview of the document will appear in the panes after scanning. To scan more than one page, click the Acquire button for each page. All the

pages will appear on the left, one after another, and a preview of the selected page will appear on the right:

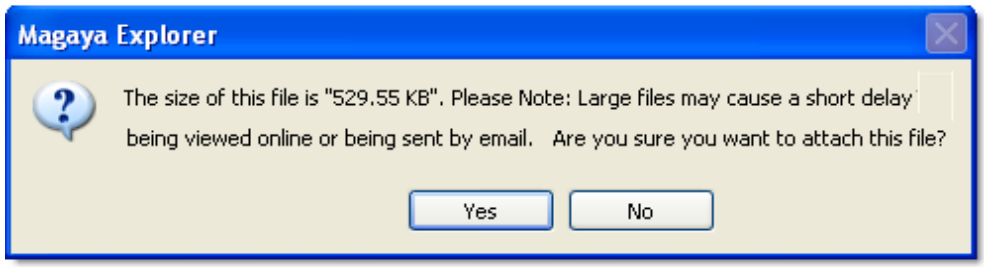


6) Click the OK button when you are done scanning. The scanned image or document will appear in the Attachments tab.



If you want to make an attachment visible only internally in your company, not for customers to see via Magaya LiveTrack or Transaction Tracking, click on the "Internal" checkbox.

If the file size is large, the system will give you a message to notify you that large attachments may cause a slow delivery of the attachment.


Magaya Explorer
The size of this file is "529.55 KB". Please Note: Large files may cause a short delay being viewed online or being sent by email. Are you sure you want to attach this file?
Yes
No

You can still send the file, regardless of the size. To set your Magaya system to automatically reduce image size, go to the Maintenance folder > Configuration > Maintenance & Performance. Click in the checkbox "Optimize images for the Web".

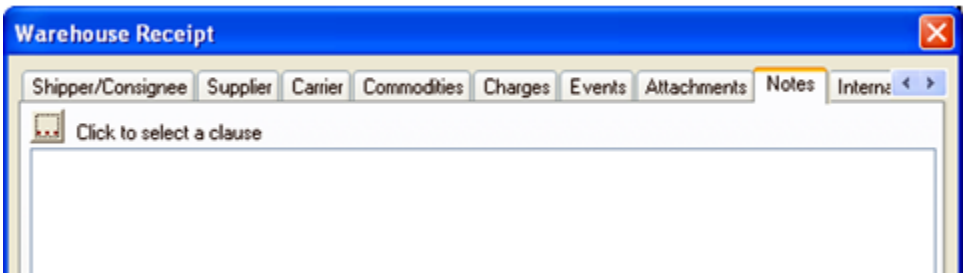
The Attachments tab includes options to delete, save, or view an attached document or photo. The Save button opens a folder on your computer or network so you can save the image; this is useful when uploading images directly from a camera.

Notes and Internal Notes

Magaya Explorer gives you the option to add notes to your transactions. There are two types of notes: Notes that are included on the documents and visible to customers, and Internal Notes that are not visible to customers.

Notes

Notes can be added to transactions such as Warehouse Receipts or Pickup Orders by using the Notes tab in the transaction:



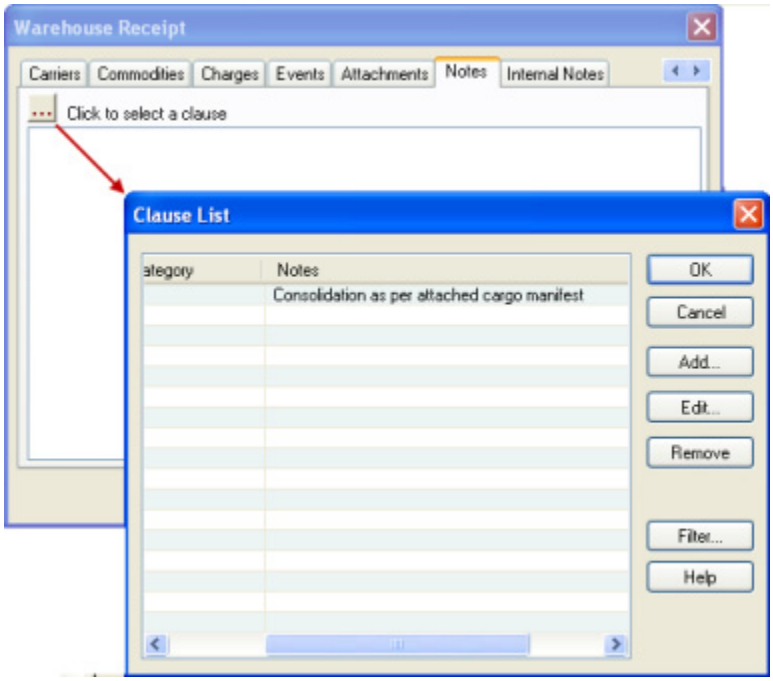
- Enter the note by typing the notes field.
- Click on the button to select a clause that has been set up in your Magaya system.

Add Clauses to Use in Notes

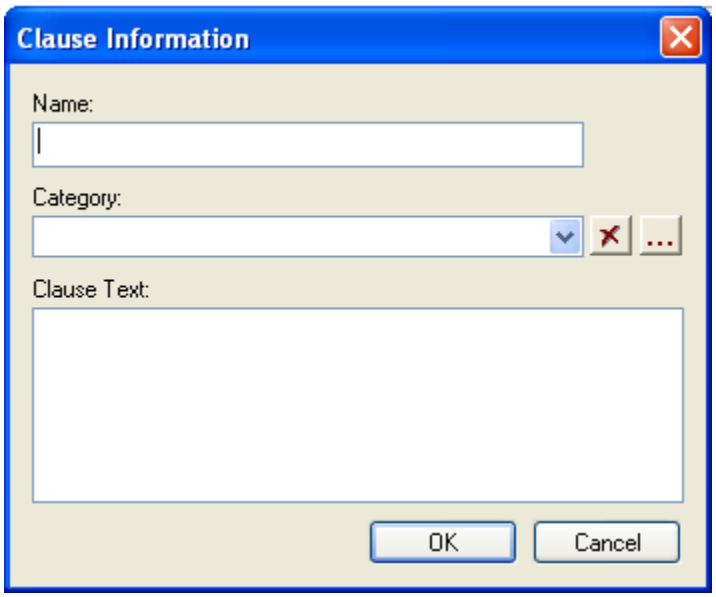
You can save clauses in Magaya Explorer for notes that you add frequently to transactions. For example, you may have a clause such as "Consolidiate per the cargo manifest" that you add to every shipment. Save this clause or any others in your Clauses List and it will be available for use every time you need it.

Clauses can be added while you are working on a WR or by going to the Maintenance folder and opening the Configuration option.

- Click on the button to select a clause that has been set up in your Magaya system.



- Click the Add button in the Clause List dialog box. A new dialog box opens to add the clause information.



- Enter the name of the clause.
- Select a category for the clause such as Bill or Cargo Release. (To add to this dropdown list of choices, use the button with the three dots next to the dropdown.)
- Enter the text of the clause as it will appear on the transaction.

- Click OK to return to the Clause List. (Now the clause is available to use.)

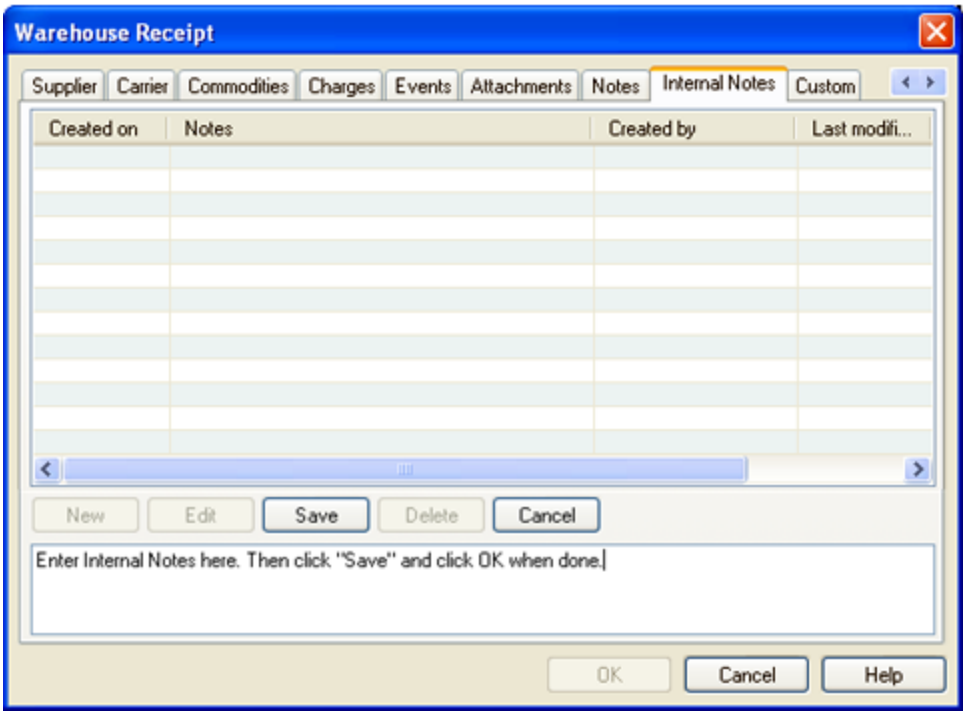
When you select a clause, it appears in the Notes list on the Notes tab.

To delete a note from a transaction, select it and press the Delete key on your keyboard (or press the Backspace button).

To delete a clause from the Clause List, open the Clause List by clicking on the button with the three dots. Select the clause and click the Delete button.

Internal Notes

Internal notes are internal within your company. They will **not** appear in the transactions and will not be visible to the customer.



To add Internal Notes:

- Click on the New button to add an internal note.
- Enter the note by typing in the field.
- Click Save when you are done. The note appears in the list.

To make changes to an internal note, select it and click on the Edit button.

To delete an internal note, select it and click on the Delete button.

What Actions can I Perform with a Warehouse Receipt?

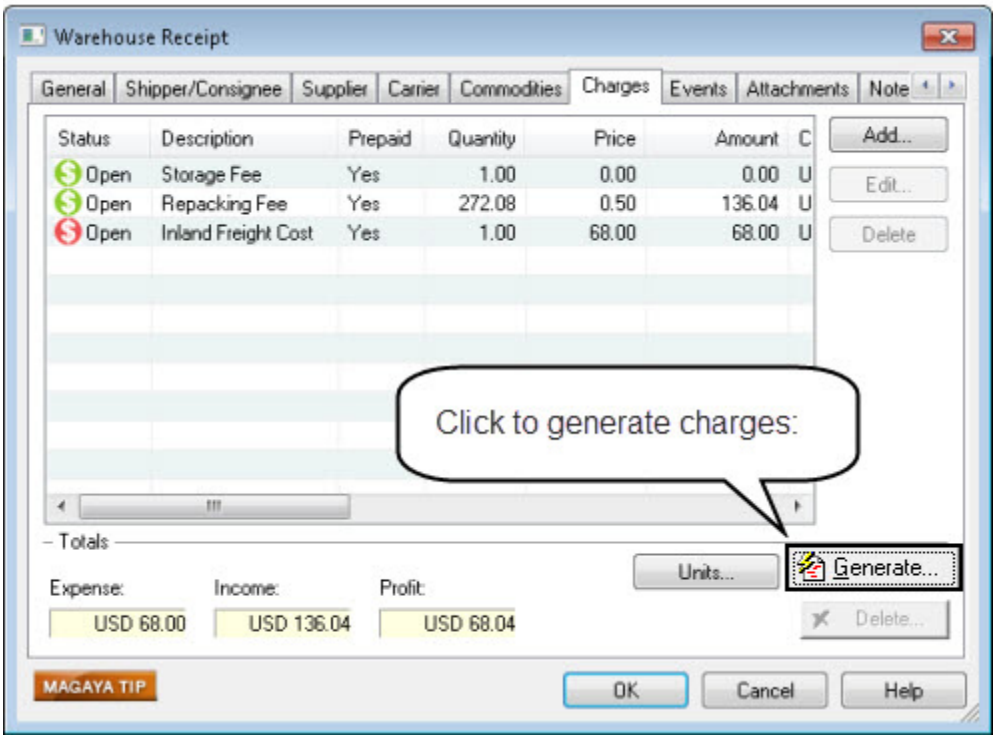
Introduction

There are many functions you can do with a Warehouse Receipt (WR). The information you enter in the WR can be transferred automatically into other documentation by using the Actions button. The following section will explain how to generate accounting transactions and other actions that can be performed from a WR.

Generate Accounting Transactions from a WR

Magaya Explorer gives you the ability to create accounting transactions such as invoices based on the information entered in transactions such as a WR.

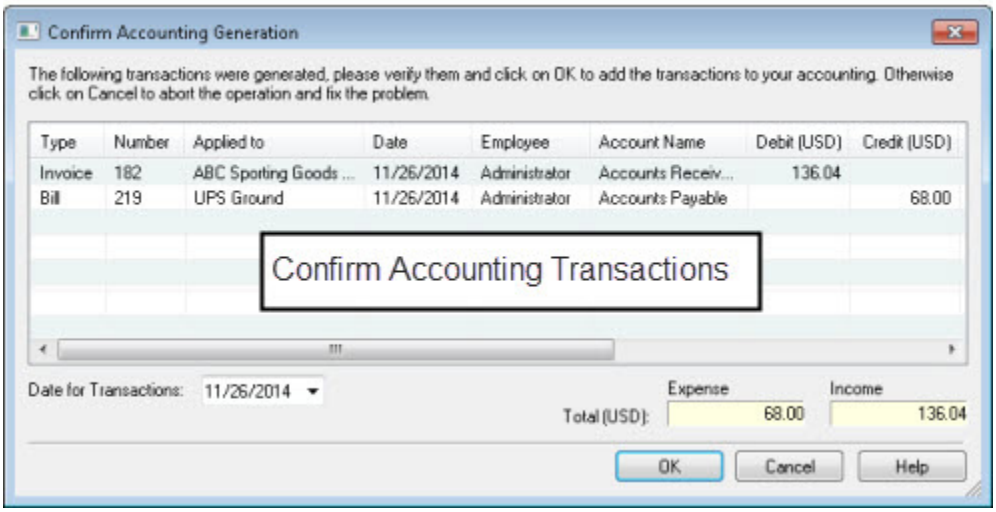
It's recommended that you generate charges when you need them to be invoiced or billed, i.e., when you need to collect that income (for example before a Pickup or when the items are received).



The accounting department can create a bill or invoice inside the WR or via the Accounting folder (and then link the bill or invoice; see more about linking in the section "Linking Transactions"). Usually the staff in the warehouse don't generate the accounting. The generating will often be done when the cargo is released, so charges can be added to the Cargo Release and generate (link) and post them. Charges (Bills) from carriers are often added later and will need to be linked to the operations transaction.

Magaya Explorer links the transactions and transfers the information from one transaction to another. For example when charges are entered in the Charges tab, the charges remain "**Open**" (are not posted to the Accounting system) until you click the Generate button or they are liquidated. Then they are "**Posted**."

After the charges are generated or liquidated, the system will collect all the charges and group them and create invoices for each customer. The charges that will go to bills are also grouped and bills are created for each vendor. Then these are posted into the Accounting system.


Confirm Accounting Generation
The following transactions were generated, please verify them and click on OK to add the transactions to your accounting. Otherwise click on Cancel to abort the operation and fix the problem.
Type Number Applied to Date Employee Account Name Debit (USD) Credit (USD)
Invoice 182 ABC Sporting Goods ... 11/26/2014 Administrator Accounts Receiv... 136.04
Bill 219 UPS Ground 11/26/2014 Administrator Accounts Payable 68.00
Confirm Accounting Transactions
Date for Transactions: 11/26/2014
Expense Income
Total (USD): 68.00 136.04
OK Cancel Help

There is a pop-up menu available from this dialog box. It includes options such as viewing the transaction, importing/exporting data, choose columns, and more.

After clicking the "Generate" button, the accounting transactions display in the Transaction List, which is available from the Actions button. These newly generated accounting transactions are now linked to the WR.

Add Accounting Transactions from the Transactions List:

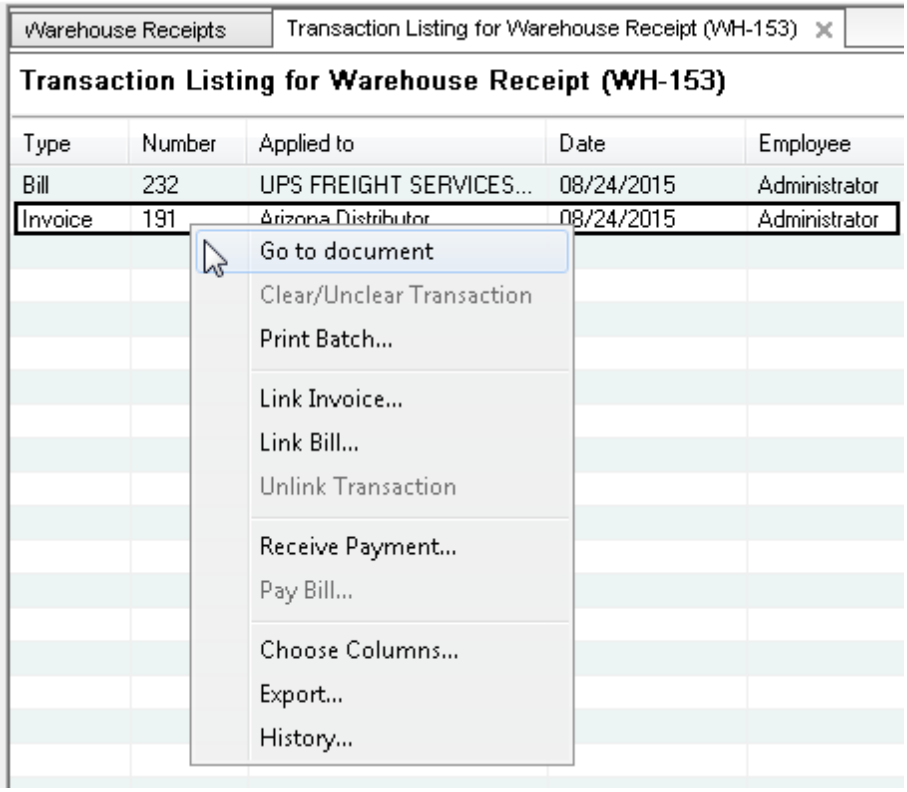
When you are in the Transaction Listing, you can create the following accounting transactions directly from a WR by using the Add button at the bottom of the list:

- **Invoice**: Add an invoice. Learn more about linking invoices to the operations transaction by reading the section below.

- **Credit Memo**: Use this option if you need to issue a credit or a refund to a customer.
- **Bill**: Add a bill of what you need to pay.
- **Credit**: Use this option if you overpaid a vendor and they give you a credit.

Other options available from the pop-up menu and Actions button:

- Go to the document view of the accounting transaction.
- Print a batch of transactions by selecting a group of them.
- Receive a Payment: When a customer pays you for the WR, you can process the payment in your Magaya system by selecting this option. (Other option: via the Payments List)
- Pay a Bill: When you are paying a vendor, you can process the transaction in your Magaya system by selecting this option.



Linking Transactions

There are two ways to link an accounting transaction to an operations transaction, for example, linking an invoice to a Pickup Order:

1) An accounting transaction is linked to an operations transaction if the charges were added in the Charges tab and the accounting was generated from the Charges tab of the operations transaction by clicking the "Generate" button. Generating creates the accounting transactions and changes the status of the charge from Open to Posted. Otherwise the charges are just charges that remain open and do not affect any Accounts Receivable (A/R) or Accounts Payable (A/P) balance; they're not bills or invoices yet.

or,

2) Create the accounting transaction manually either one of two ways:

- a) Use the "Add" button in the Transaction List of the operations transaction such as the WR,
- b) or, go to the Accounting folder and add the invoice or bill. Next, link it to the operations transaction this way: Go to the operations transaction (such as the WR) and click the “Actions” button and select “Transaction List.” Then right-click the accounting transaction and select “Link Invoice” or "Link Bill." (or you click the Actions button in the Transaction List to open a dialog box which shows all the unlinked accounting transactions; select the one that you want to link.) It will then appear in the Transaction List for the operations’ transaction.

Here’s an example for scenario 1 above:

You create a Pickup Order, add charges, and generate the charges. Now the charges are Posted and linked to the Pickup Order.

Then you convert that Pickup Order into another operations transaction such as a Warehouse Receipt. The charges are carried over from the Pickup Order to the WR and show in the WR Charges tab because they're linked.These charges are automatically linked to the first operations transaction (the one that you clicked the Generate button) and they are part of the history of that operations transaction.

Here’s an example for scenario 2 above:

You create a Pickup Order. No charges are added.

Later, a bill needs to be added to that Pickup Order. So, you create it manually (or someone in the Accounting department creates the accounting transaction manually). This can be done either in the Accounting folder or in the Transaction List.

Now that bill needs to be linked to that Pickup Order: Right-click the bill in the Transaction List and select "Link" (or you click the Actions button in the Transaction List, find the bill and select it to link it).

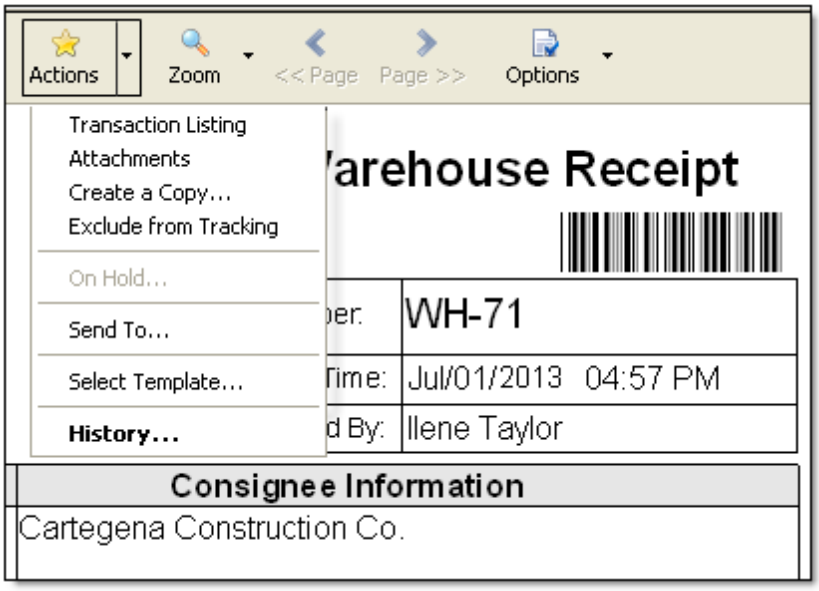
There are many options: You can add some charges to the Pickup Order when you create it or not. You can post them at the time you create the Pickup Order

or not. You can add charges later and generate them later. You can link them when you create them or link them later. We recommend that you generate the charges when you need them. For example, the generating will often be done when the cargo is released, so charges can be added to the Cargo Release and generate (link) and post them. Expenses (Bills) from carriers are often added later and will need to be linked to the operations transaction.

If you don't generate the charges, they are "Open" and unlinked. Then, if you convert the PU Order into a WR, the charges will NOT show in the WR Charges tab because they're NOT linked. You can link them by either returning to the PU Order and generate them on the Charges tab, OR by adding a Cargo Release (or Shipment) and the charges will show up in those transactions as "Open" until you press the "Generate" button.

Other Actions

You can perform other actions from the document view (or list view) of a Warehouse Receipt (WR) by using the Actions button (or by right-clicking on a WR in the WR List):



To see a list of all the **transactions** related to the WR, select the option Transaction Listing. (See the section on linking transactions for more)

To view or add **attachments**, you can use the Actions menu or the Attachments screen in the dialog box.

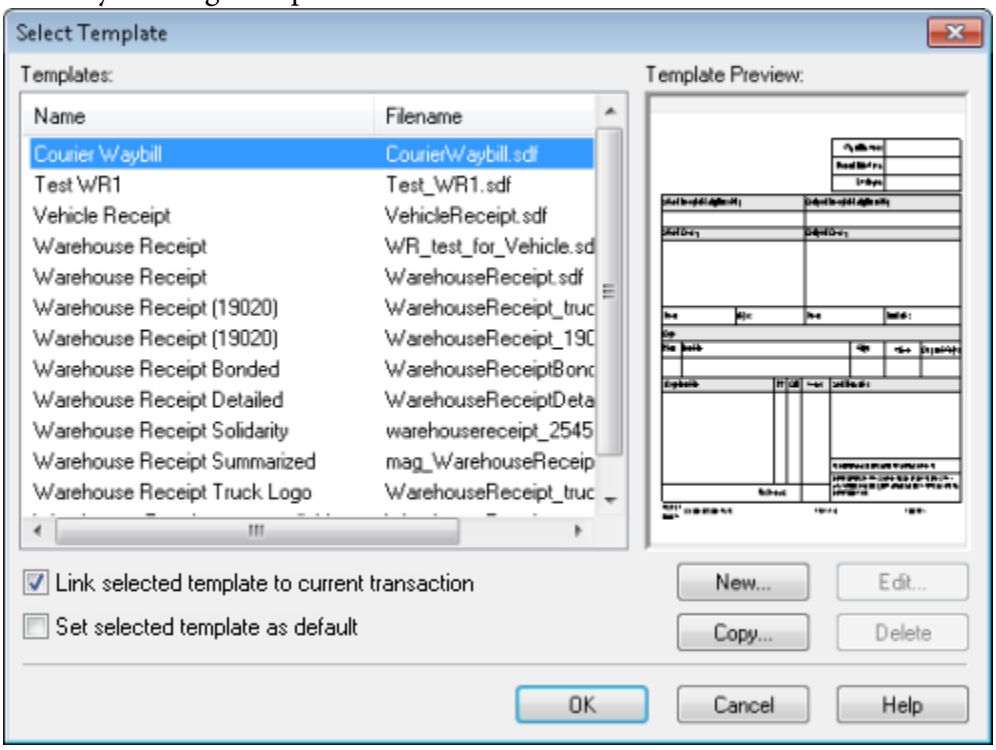
To create a copy of the WR, select the "Create a Copy" option.

To **exclude the transaction from tracking** (if the transaction is not complete and you do not want it viewed via LiveTrack), select the option: Exclude from Tracking.

Place items or WR **on hold** if a customer requests it, or if the customer owes money.

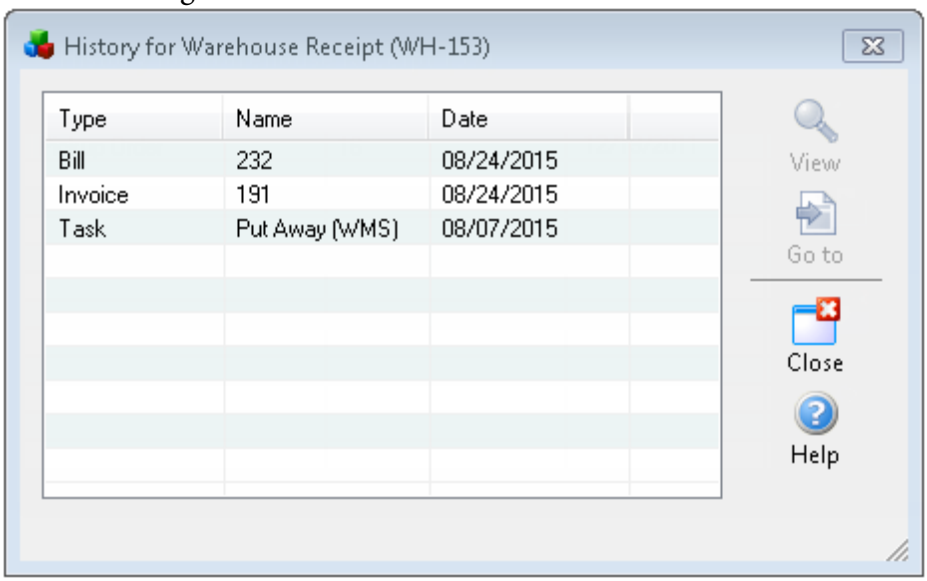
To **send** the WR to another Magaya user in the Magaya Network, click the Send To option. This opens the same dialog box as clicking the Send button.

To **choose a different template** for the document, select the option: Select Template. The template "Warehouse Receipt Detailed" shows more information about each commodity. The template "Courier Waybill" is for couriers who use the WR as a courier waybill. Be sure to link the template to the current transaction by clicking the option.



To group Part Numbers in a WR document, choose the "Warehouse Receipt Summarized" template.

To **view the history** of the WR (such as a Pickup Order for this cargo) at any time, select the option "History." A dialog box opens, listing all the transactions related to this cargo:



You can view a transaction by selecting it in the History dialog box. The "View" button opens the dialog box for the transaction. The "Go To" button takes you to the document. To return to the WR, use the "Back" button.

Extra Info: Magaya software provides you with the option to create a WR from a Pickup Order. If you picked up the cargo and you have a Pickup Order that you created in Magaya software, you can transfer the information from the Pickup Order automatically into a WR. To do this, go to the Pickup Order document and click the arrow on the side of the Actions button.

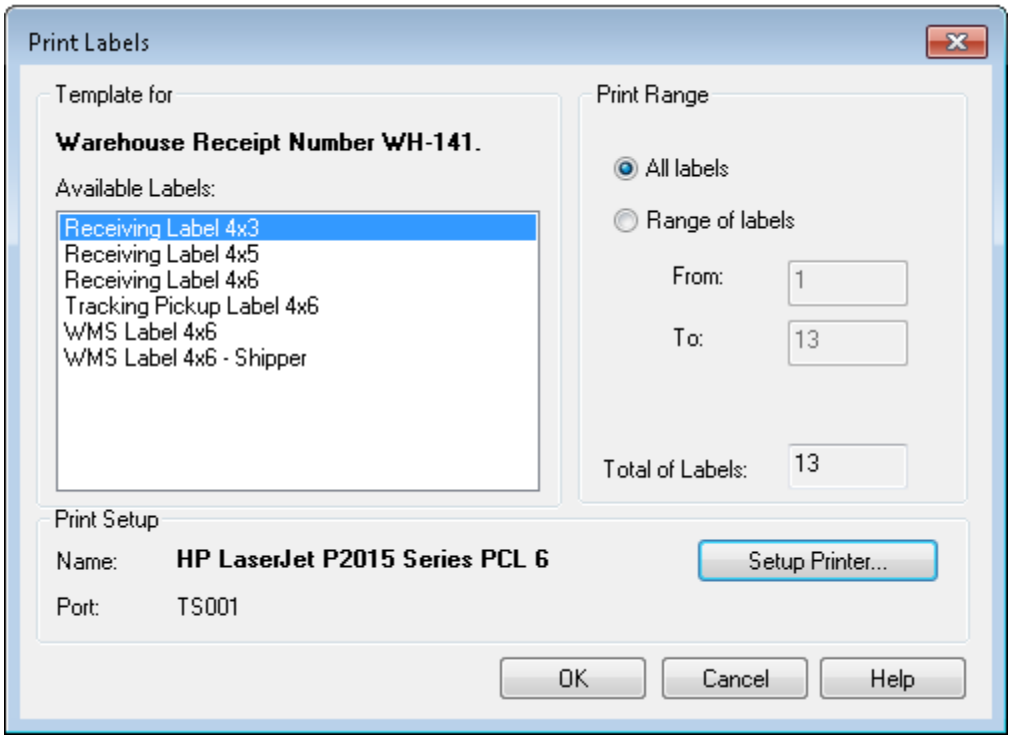
The list view of the WR also has an Actions button with additional options: Reports, Go to Document, Print Batch, Choose Columns, Import, Export, and Statistics.

You can add columns to the list view and save that view. For details on working with the WR List, see the topic "Working with Document and List Views."

Print Labels

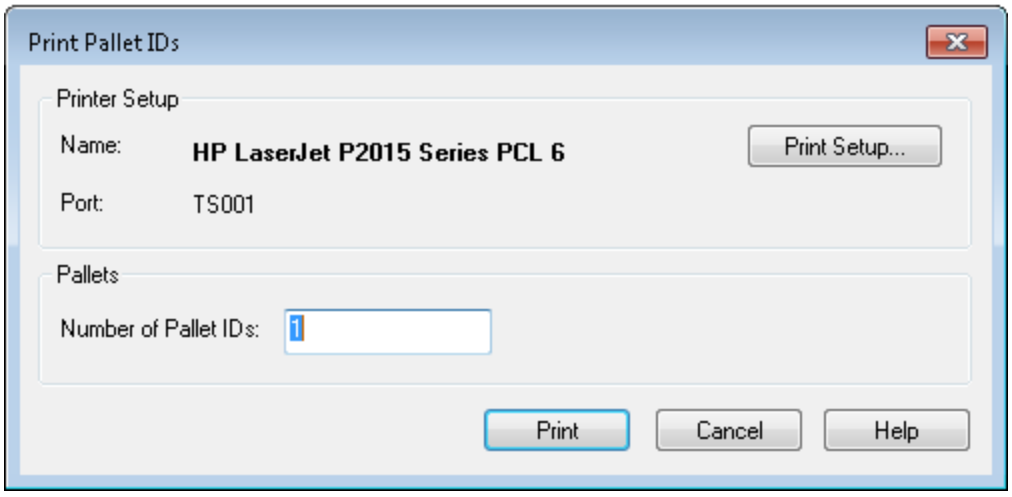
To print labels, click on the arrow on the Print button and select Print Labels.

The Print Labels dialog box opens:

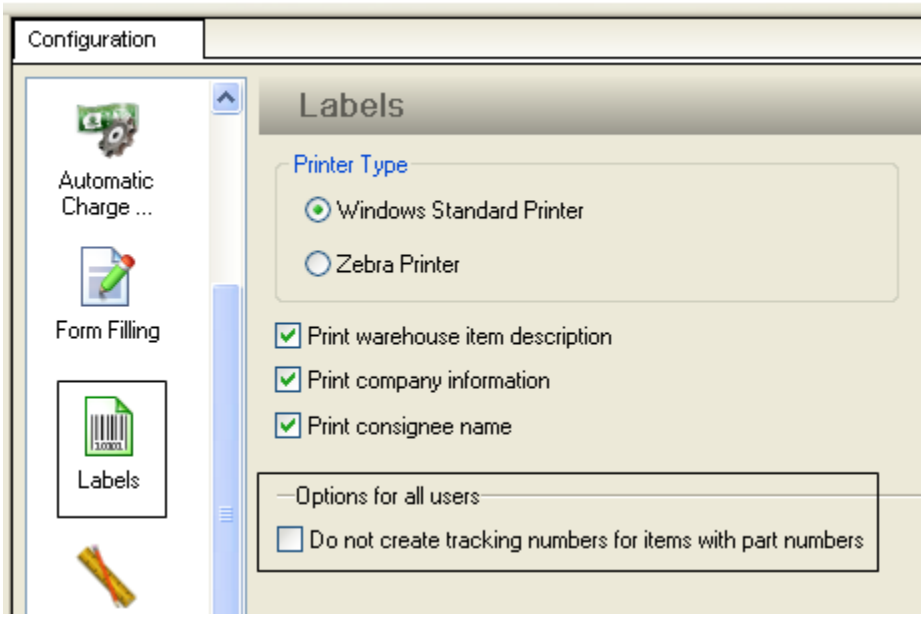


- Select the label size and printer setup. The “WMS4x6 - Shipper” label includes the shipper’s name.
- Change the amount of labels to print if needed.

If you need to print a label for a pallet, go to File > Print Pallet >IDs



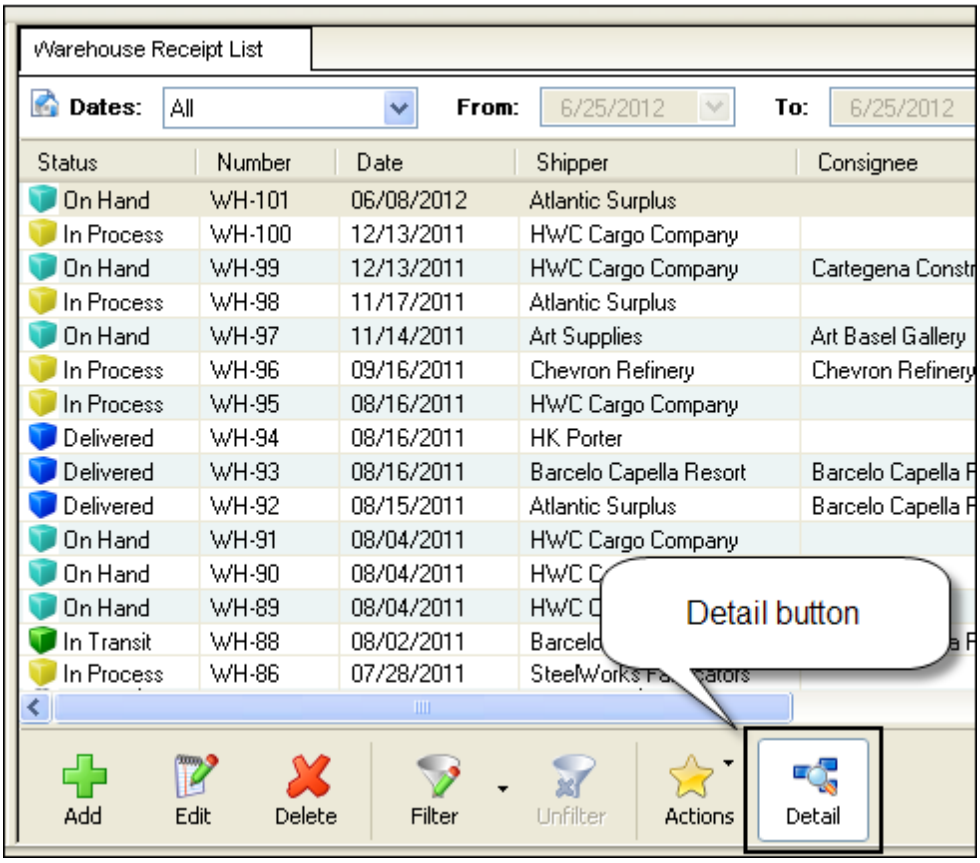
If you do not want the tracking number to print on labels for items that have part numbers, set this option in Maintenance > Configuration > Labels



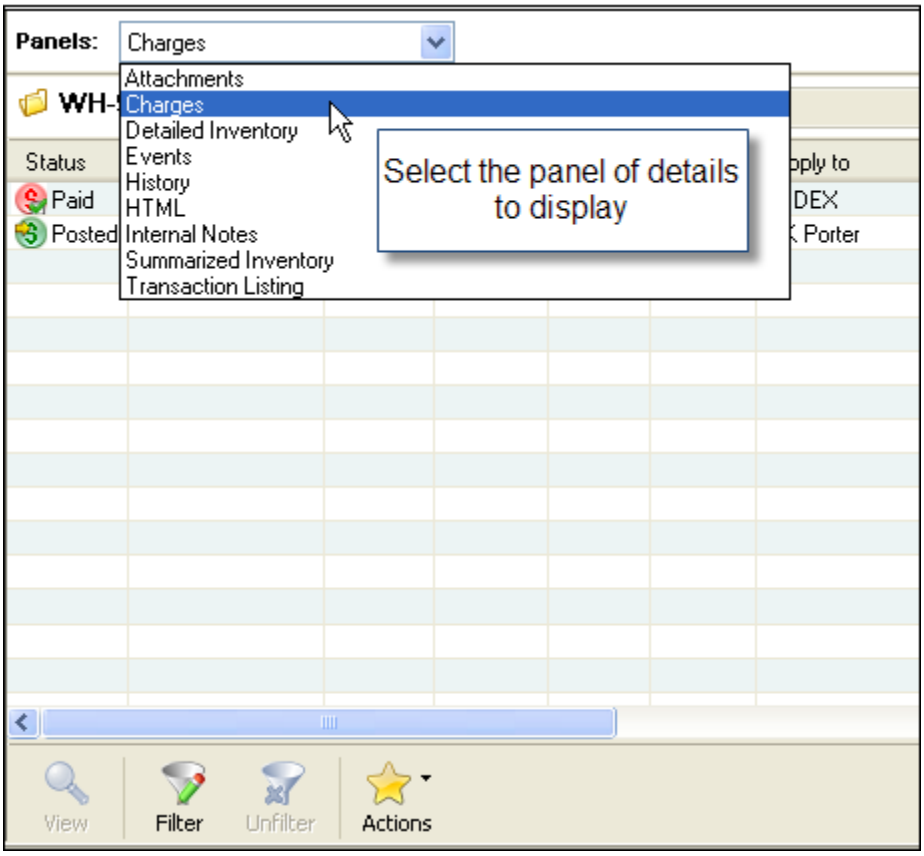
Check the option “Do not create tracking numbers for items with part numbers”. This prevents the tracking number from appearing on the label for companies that want to identify items by part number when working with the Magaya WMS Mobile but need to print labels with other information about the items.

Details Panel

In the WR List, click the "Detail" button to open a new panel.



In this panel, select items from the dropdown list to view.



The Detail button is available in all lists. Options in the menu include:

- Events: View Events added
- HTML: Displays the WR the same as in LiveTrack
- Charges: Right-click on a charge to view it
- Transaction Listing: Shows generated charges such as invoices and bills

Chapter 7: Set up Your Warehouse

This chapter explains how to define inventory items, set up warehouse zones and locations in Magaya Explorer, define package types, and define commodity classifications.

Warehouse Zones and Locations Introduction

Magaya Explorer provides you with a way to enter the names of locations in your warehouse into the Magaya Explorer and use them to assign the cargo to a certain location in the warehouse. You can also create reports about your warehouse using the location information.

TIP: *When you first start using Magaya software, it is recommended to set up your warehouse locations and warehouse zones. This will make the locations available to use in Magaya Explorer and ease the creation of Warehouse Receipts.*

Before entering zone and location information in Magaya Explorer, sketch out your warehouse on paper. Draw the loading area, receiving area, doors, walkways and areas for a forklift to drive around, racks and rows, and other details. Label each part of the warehouse. See an example of a floorplan in Chapter 2 of the *Magaya WMS Operations Manual*.

Every warehouse is different, and each is suited to the type of business done. A warehouse that needs more storage space and that conducts infrequent pick and load orders may use higher racks. A warehouse that handles many pick and load orders will need those inventory items in an easy-access location to make the pick and loads faster.

Your locations may be named according to the products you sell, the customers you sell to, or the area in a warehouse such as a separate fenced-off area that is locked or an outdoor yard. Many use names such as Row 1, Row 2, Row 3, etc. Enter the information into the Magaya Explorer according to your needs.

To import locations from another software system, see the topic "Import Locations" for steps in the Knowledgebase:

http://knowledge.magaya.com/?search=import_inventory_data

The Magaya system enables the use of definitions and criteria that can be assigned to locations and to create sequences in the warehouse. These criteria are used in Guided Put Away and Replenishment tasks. This feature gives the user recommended locations to put away items using the Magaya WMS Mobile program on handheld bar code scanners.

Directed Operations for a "Smart Warehouse":

If your warehouse is set up to fulfill orders online retail customers, please see the topic "Directed Operations: Getting Started." Learn how to set up and run your warehouse for fast receiving and put away, replenishing inventory locations for optimized picking and loading of orders using sequencing logic. Also learn how to set up multiple warehouses in your Magaya system. See:

How does Magaya Explorer use Warehouse Zone and Location Information?

There are different types of labels to use in your warehouse to identify zones and locations:

- Barcode labels on shelves and racks to track cargo locations by handheld scanners connected to Magaya WMS, or
- Signs to mark rows and racks

You can enter this information into Magaya Explorer, and it will help you know where everything is in your warehouse.

Labeling Warehouse Zones and Locations

When you enter a warehouse zone and location in Magaya Explorer, those zones and locations are now available to use when you receive cargo and put it away in your warehouse.

For example, when you create a Warehouse Receipt, you can select the location from the Commodities dialog box (on the Commodities tab of the WR). The "Location" field has a dropdown menu; all the locations entered are available from this dropdown. You can also set a Default Receiving location by right-clicking a Receiving location in your Locations list; this saves a step when receiving items.

You can also use the location information to create a report by warehouse location (by using the Actions button in the Commodity List under the Warehousing folder).

How to Create Warehouse Locations

Warehouse Locations are the places in your warehouse for storing commodities and inventory. These often include a Receiving area, a Staging area, locations on racks in different rows, an outdoor storage area, a Quality Control area, a Shipping area, and others.

Locations can also be "mobile" such as a truck, forklift or a cart. These types of equipment can be defined as mobile to improve visibility in the warehouse and the process of moving items. When an item is scanned from one location into another, the system saves the movement, tracing the item every step of the way. See the section "Create a Mobile Location" in the *Magaya WMS User Manual*.

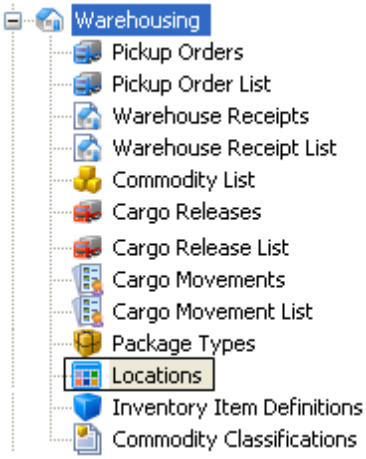
Tips: When selecting bar code labels for racks, ensure the barcode stickers are durable, can handle temperature changes, and can be read from the distance that the barcode reader laser can reach, especially for high racks.

Definitions can be added to locations for picking, putting away and replenishment operations. This feature is available in the Magaya Supply Chain Solution and Magaya WMS. See the topic "Location Definitions" for more.

Steps

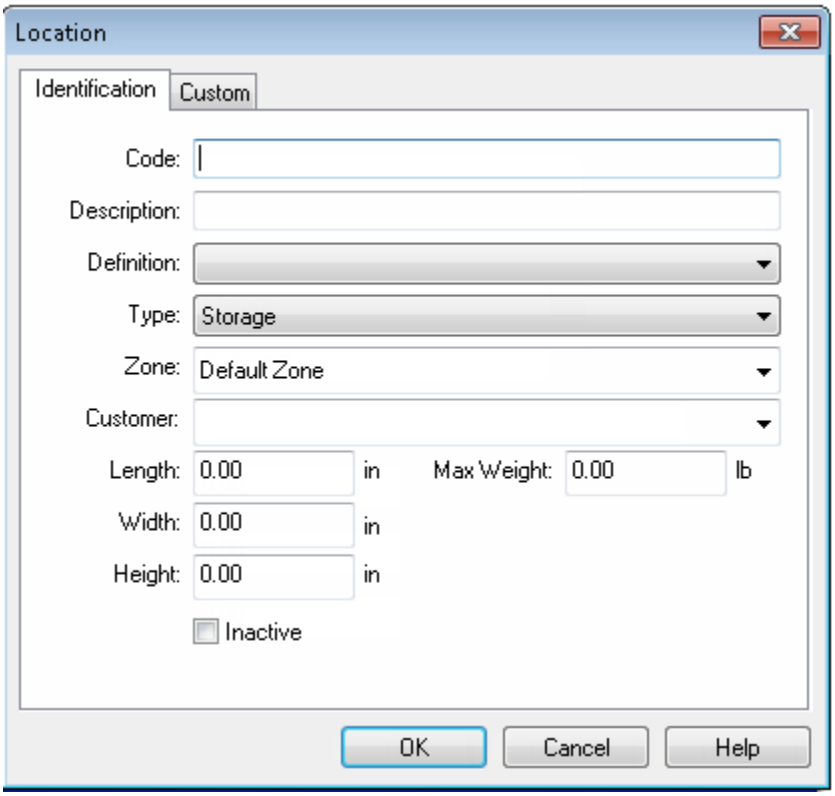
Follow these steps to add locations:

1) Go to the Warehousing folder > Locations.



(Note: This screenshot shows the Magaya Cargo System. Your Warehousing folder may look different, depending on your permissions access and if you have a different Magaya software.)

2) Click the "Add" button. A dialog box opens.



- Enter a code such as an abbreviation for the location. (When working with WMS Mobile, the barcode on the location label must be the same as this code field. Be sure to match these code lists when planning your warehouse.)
- Enter a description. (For example, the warehouse location of the first row in the warehouse and the first section of the row might be Row 1 Section 1. The code can be: R1S1. The Staging Area could have a code of STAGE. The naming of the location codes and descriptions are determined by you.)
- Definition: Select a definition for this location. This is useful for picking, putting away and replenishment operations. (This feature is available in the Magaya Supply Chain Solution and Magaya WMS.) See the topic "Location Definitions" for more.
- Select the type of location from the dropdown: Storage, Receiving, Shipping, Quality Control, Mobile, or Other.

  The location types "Shipping" and "Quality Control" are the only location types used in Pick and Load Tasks for the Magaya WMS Mobile application.
- Select the zone from the dropdown. Magaya software comes with one Default zone. (Note: If you have not added any zones yet, the dropdown will not have any options to select. It is recommended that zones be added before locations into Magaya Explorer. See the section on Warehouse Zones for information on adding zones into Magaya Explorer.)
- Select a customer from the dropdown if you want to assign a specific location in the warehouse to a customer. That means only the inventory for that customer will be stored in that location. This field is optional.
- The length, width, and height are optional.

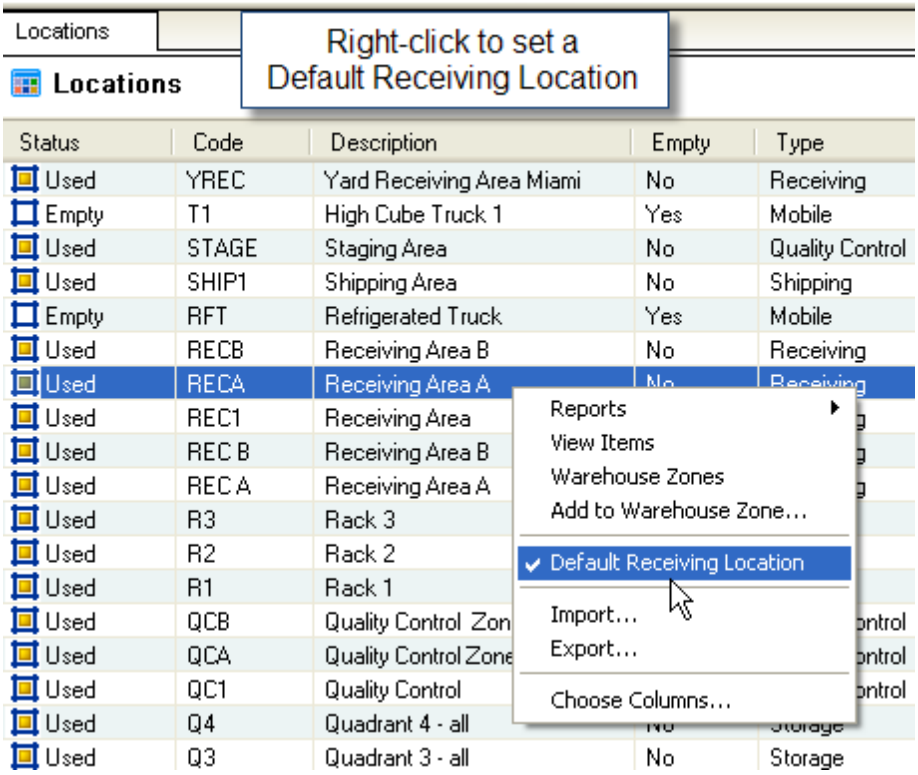
Click the OK button to save the information you entered. The warehouse location will appear in the list.

After Completing this task:

You can sort through the list of locations by using the Filter button. The Filter button has two options: Standard and Advanced.

Option: Set a Receiving Location as the default by right-clicking on the Location from the Location List.

If you receive cargo in the same area, set that as the default receiving location to make Warehouse Receipts faster to process. The default location will be the location assigned to all cargo automatically.



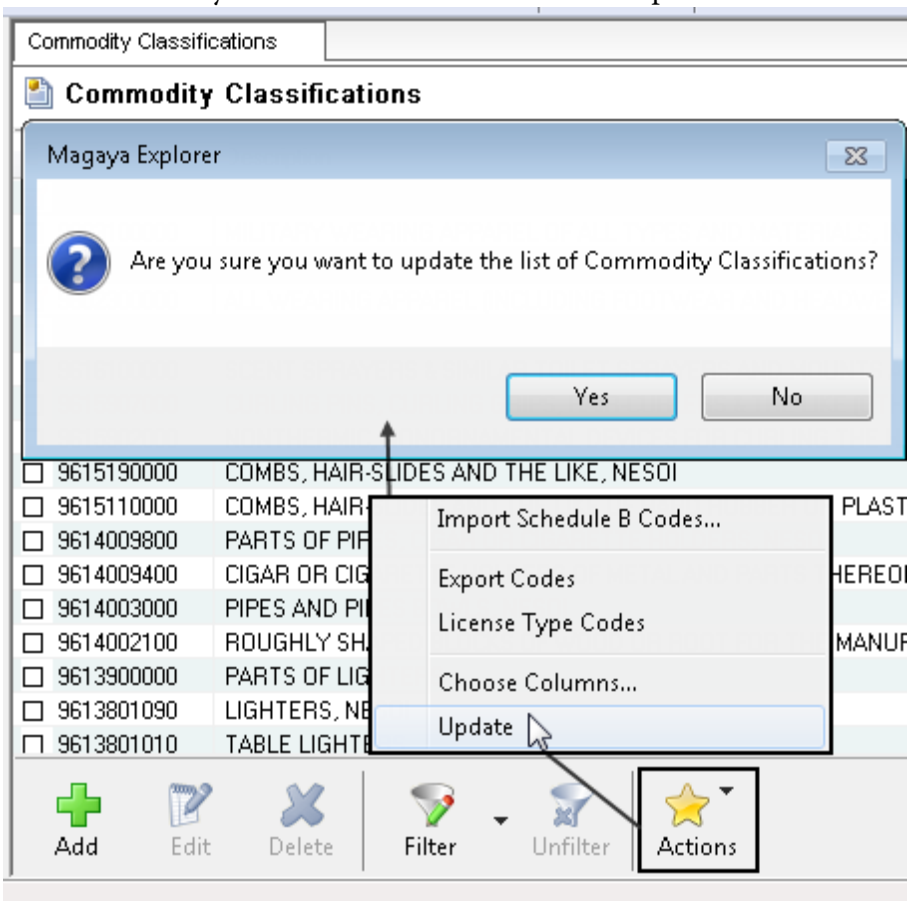
If you set a Default Receiving Location, it will speed up the process of receiving and putting away items when using the Magaya WMS Mobile handheld scanners. (If you are logged into the handheld unit, log out to activate the setting.

Commodity Classifications

What are Commodity Classifications?

Commodity Classifications are codes used to categorize commodities. These classifications are also called **Schedule B codes** or export codes. They are 10-digit numbers based on the 6-digit international Harmonized Tariff System (HTS) and defined by US Customs. The codes help you determine a country's applicable tariff and tax rates for a commodity. There are approximately 9,000 codes. The codes are grouped together into chapters.

Customs codes are updated via a Web service so your Magaya system always has the latest codes. To manually check for updates and load them into your system, go to the Commodity Classifications list > Actions > Update.



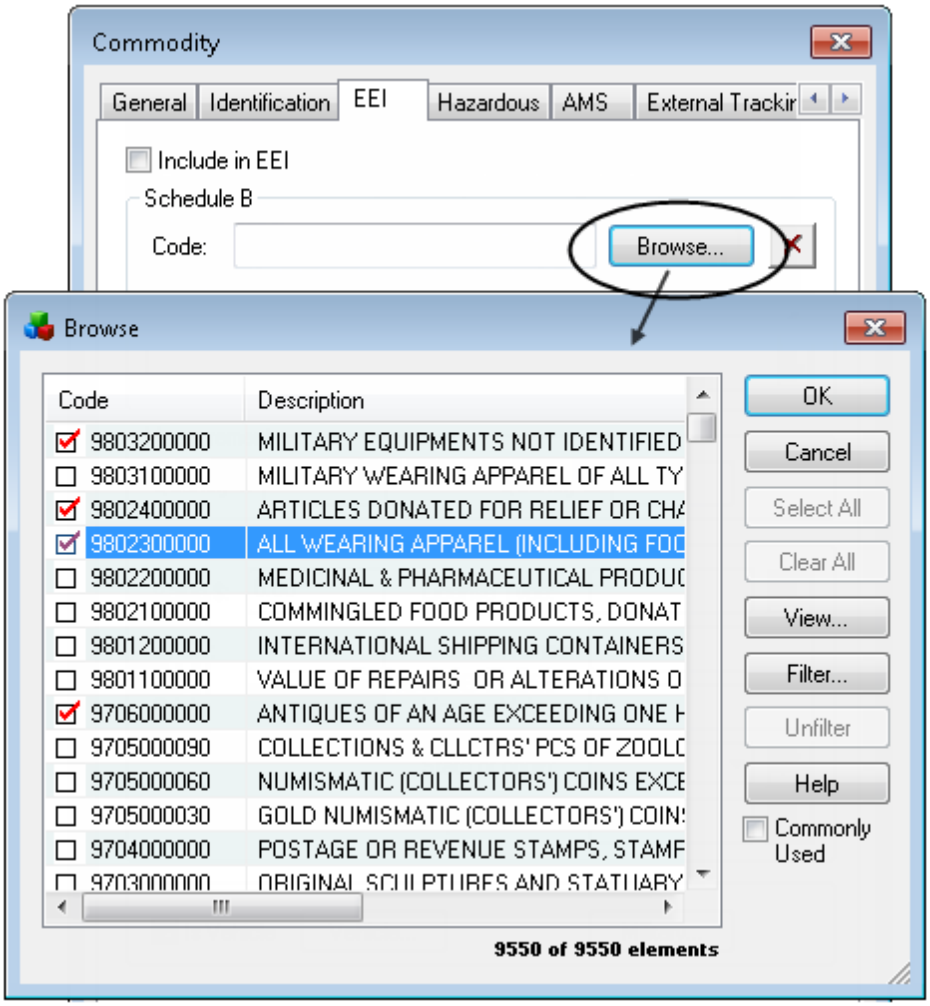
Commodities in the code list include types of foods, furniture, textiles, plastics, metals, glass, chemicals, vehicles, footwear, and many more.

Code	Description
8712006000	BICYCLES AND CYCLES,NESOI (INCLUDING DELIVERY TR
8712002600	BICYCLES HAVING BOTH WHEELS EXCEEDING 63.25 CM
8712001070	BICYCLES HAVING BOTH WHEELS NOT EXCEEDING 63.2
8512100000	LIGHTING OR VISUAL SIGNALING EQUIPMENT FOR BICY
4013200000	INNER TUBES, OF RUBBER, OF A KIND USED ON BICYCL
4011500000	NEW PNEUMATIC TIRES, OF RUBBER, OF A KIND USED

If a Schedule B code has a description of "nesoi", this means the item is "Not Elsewhere Specified or Included". (This is Chapter 98 – Special Classification Provisions.) The commodity number should not be used until a check has been made to determine whether there is a classification elsewhere into which the item will fit more specifically. Other classifications under the same general heading should be examined.

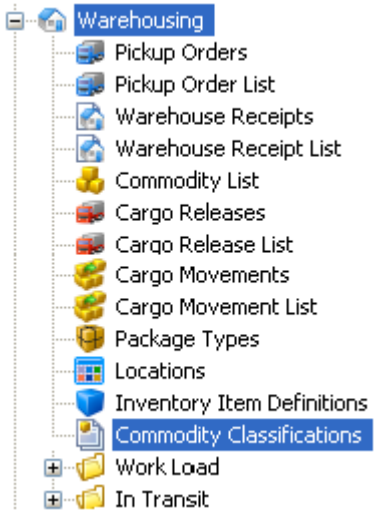
NCM is the code for commodities in Brazil and other countries in South America. Enter it on the Commodity dialog box on the Identification tab.

These codes are required in shipments exported from the US. The code must be on the EEI (formerly SED). All the codes are available on the EEI tab in Magaya Explorer when you enter commodities or add a container into a Warehouse Receipt, Pickup Order, or Shipment:



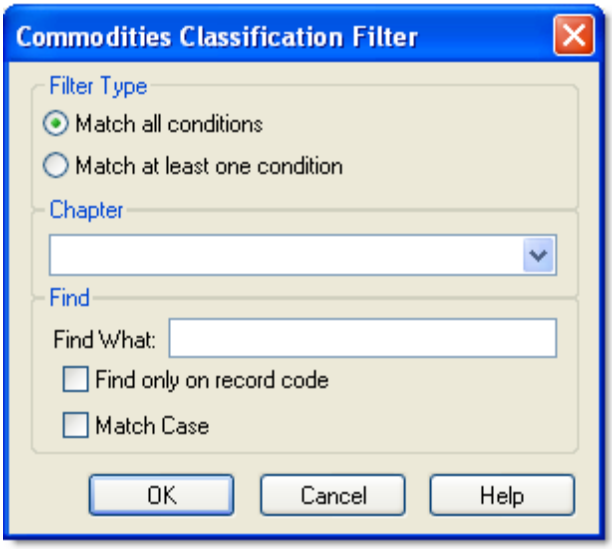
Actions with Commodity Classifications List

The Commodity Classifications list is located under the Warehousing folder:



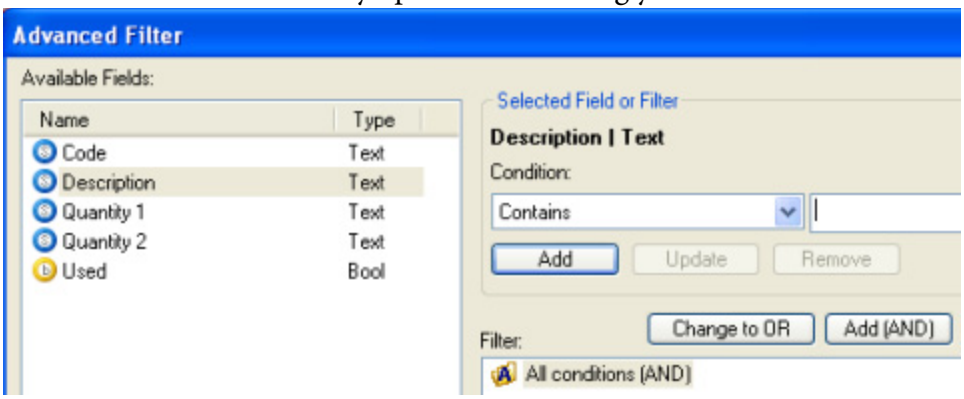
To filter the list of Commodity Classifications, click the "Filter" button and select either the Standard or Advanced filter option.

This is a screenshot of the Standard Commodities Classification Filter:



You can select a chapter from the dropdown or enter a term in the "Find What" field. The results will display in the list and the dialog box will close.

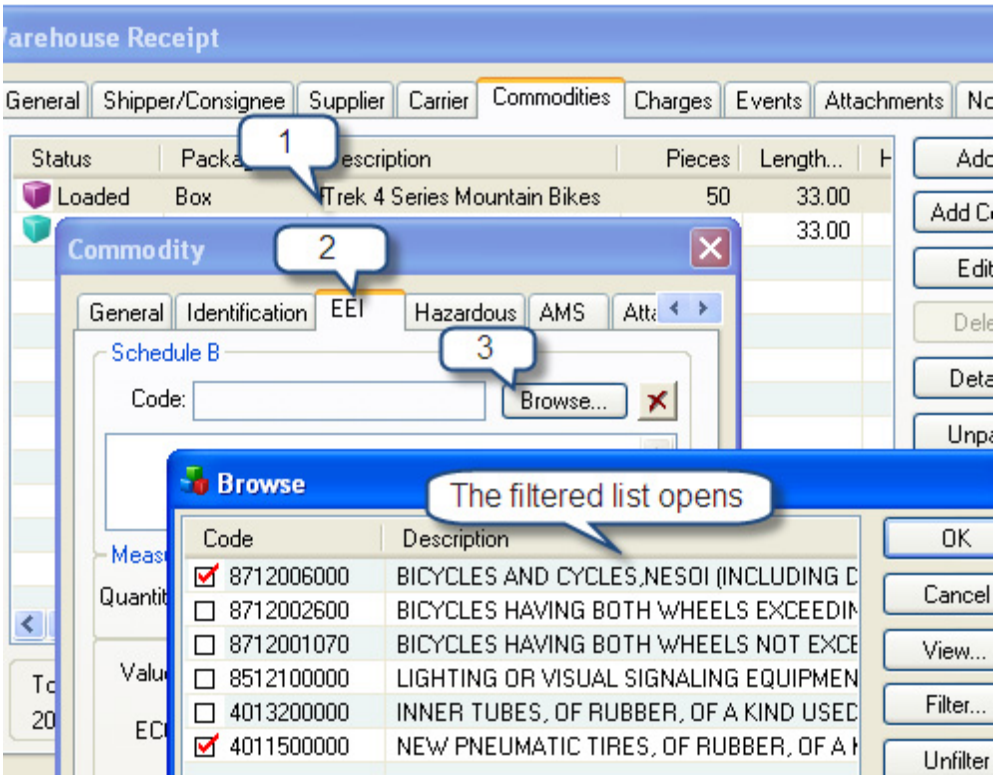
The Advanced Filter has many options for filtering your list:



- Click on the field you want to use in your filter by selecting it from the list of Available Fields on the left. For example, "Description".
- Set the condition you want to apply. *Tip*: Select "Contains" so you can enter a keyword or partial commodity classification. If you select "Equals" you must enter the whole commodity classification. If not, the filter will not find it.
- Enter the description (keyword) in the field next to the condition drop-down.
- Add any additional conditions as needed.
- Click OK to see the filtered list.

The filter applied in the Commodity Classifications list will remain active until you clear it, as it will for any list. The counter at the bottom of the screen tells you how many items are displayed out of a total possible. The filtered list will also display when you view cargo on the "EEI" tab inside the "Commodities" tab

of a Warehouse Receipt or Pickup Order. You can change the filter by clicking on the Browse button to open the list.



Filtering Tips:

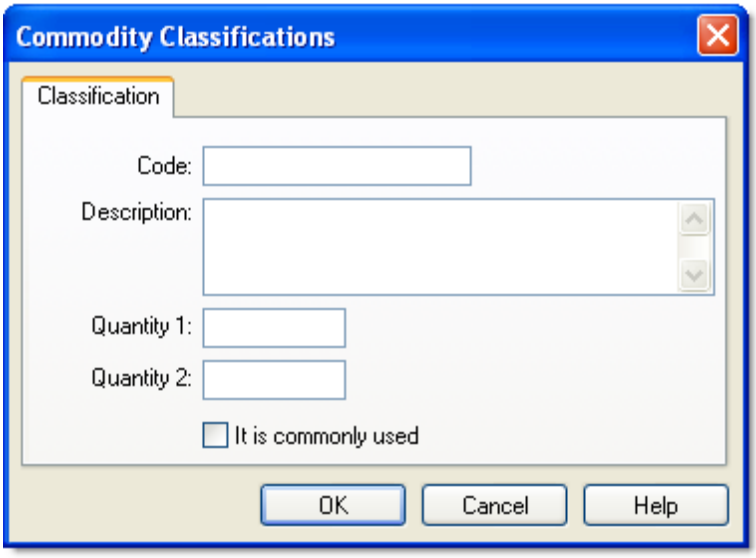
- Since some descriptions are long, double-click on the code in the filtered list to view it.
- If you use a commodity regularly, check the box “It is commonly used”. Then the code will display in the Browse list inside the Commodities tab, on the EEI tab.

To Add a Commodity Classification:

If you need to add a Commodity Classification to the list:

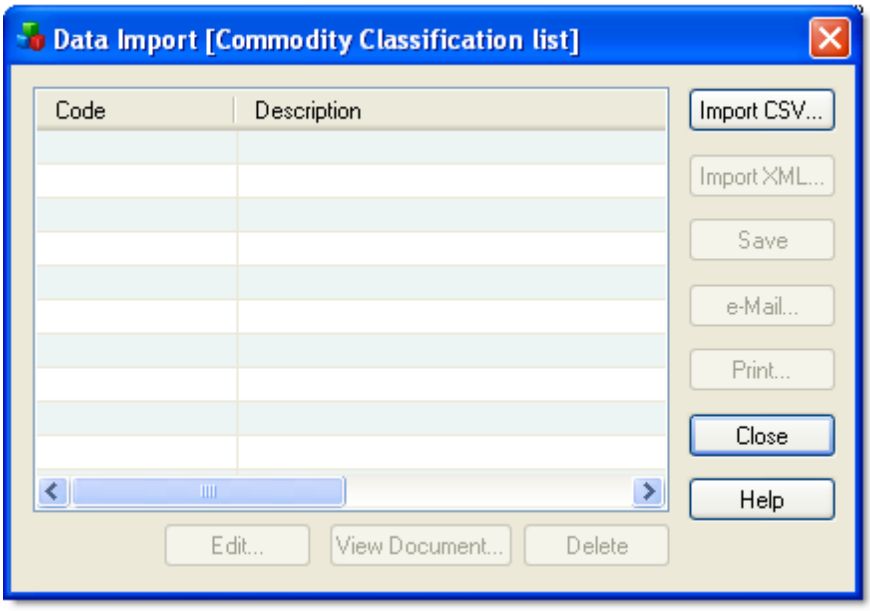
- Go to the Warehousing folder and click on Commodity Classifications.
- Click on the Add button.
- Enter the code and description.

- Click OK. The classification is added.



To import the latest Schedule B codes from US Customs into Magaya:

- Go to the Commodity Classifications subfolder under the Warehousing folder.
- Click the Actions button and select “Import Schedule B Codes”. A dialog box opens. Import the new codes (these codes are available on the US Census website: www.census.gov and from the US Customs website: www.cbp.gov).



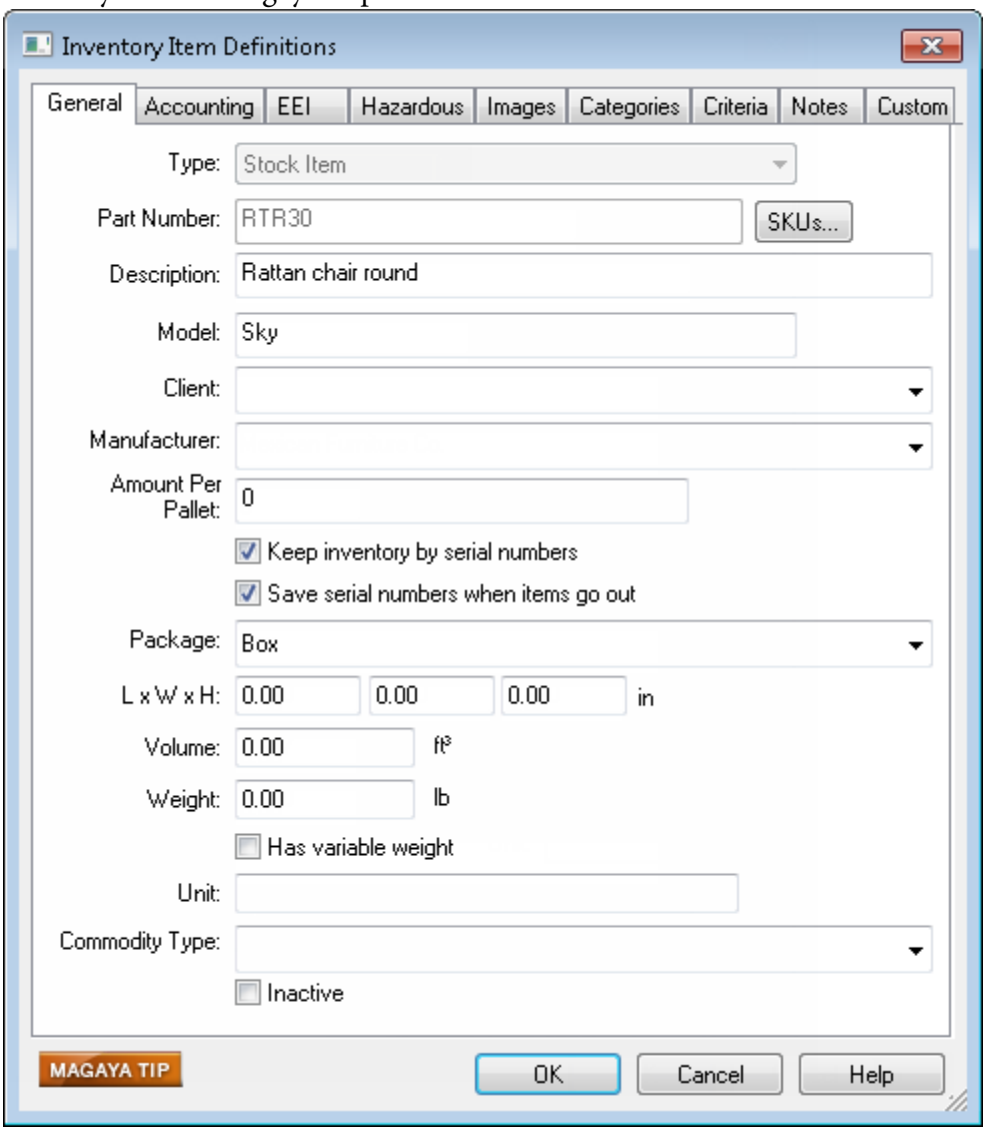
Countries outside the U.S. can import their codes instead of using US Schedule B codes by using the Data Import function.

Other Actions available with the Actions button:

- To view the Export Codes only, select Export Codes.
- To view License Type Codes, select License Type Codes.

Create an Inventory Item Definition

This topic explains how to create an Inventory Item Definition for a regular inventory item in Magaya Explorer.



Note: Your dialog box may vary slightly, depending on which Magaya software you're using, but the majority of the functions are the same. The Magaya Supply Chain Solution is shown and explained here.

An Inventory Item Definition is just what it sounds like – the definition of an item in inventory such as those items that wholesalers stock for resale or items that you receive regularly for a customer. Also see the topic "Add a Resale Item" to learn about resale items.

When an Inventory Item Definition is created in Magaya Explorer, the definition of that item will be available in the Magaya system to be used for transactions such as Warehouse Receipts and Pickup Orders.

The advantage of creating an inventory item definition is to simplify receipt of items that are sent to your warehouse regularly. When the items are received and you create a Warehouse Receipt (WR) in Magaya Explorer, you can select the Part Number inside the Commodity dialog box, and the item information will be filled in automatically. This is also available on the Commodity tab when creating a Pickup Order.

If you have the Magaya Bar Code plug-in activated, you can scan the barcode of the item you defined and all the information about that item will appear in the WR. You will not have to retype the dimensions, etc. each time you receive that item.

When you select the part number in a WR, the item is automatically added to the On Hand inventory. When an item is released in a Cargo Release or a shipment, it is removed from inventory.

Step-by-Step Procedure

To create an Inventory Item Definition, follow these steps:

1) Go to the Warehousing folder > Inventory Item Definitions

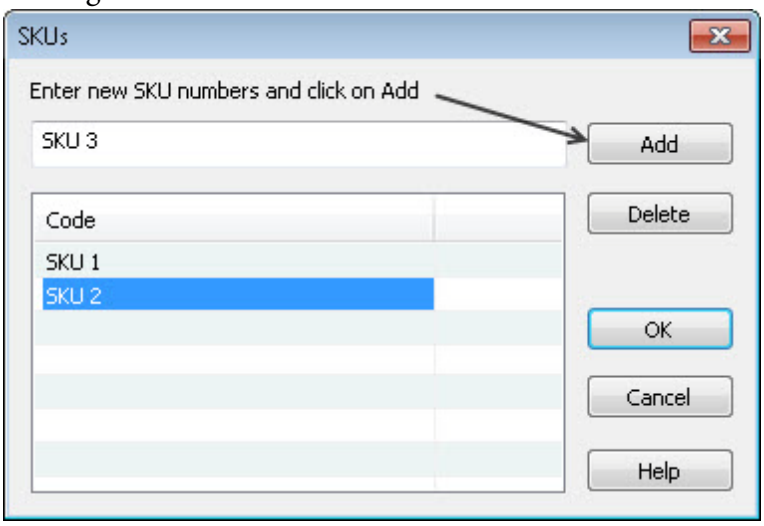
2) Click the Add button and select "Add Inventory Item." A dialog box opens.

   The other Add button option, "Add Resalable Inventory Item", opens a dialog box with all the fields that are used for defining resale items and their Items and Services. For more details, see the section "Add Resale Items".

3) Start with the **General tab**:

   - Enter the part number. The part number may be assigned by the manufacturer or the customer, or it can also be your internal number that you use to keep your inventory. Dashes in the number are not recommended. This field is mandatory. *Note*: The part number cannot be edited after the inventory item definition is created.

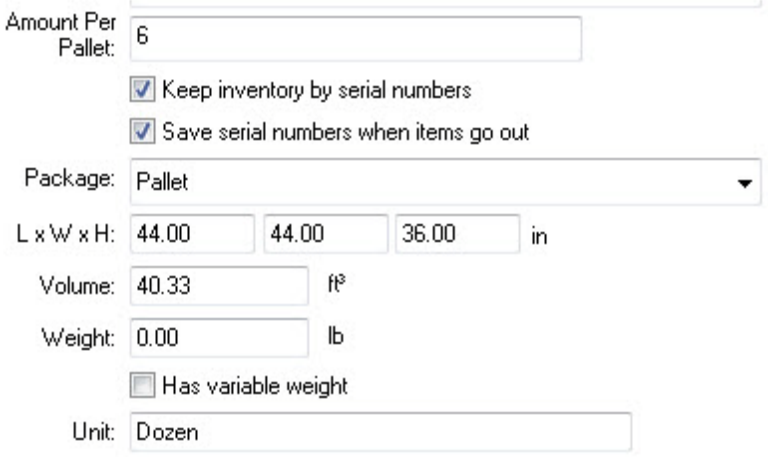
- Optional: Click the SKU button if you are tracking inventory by the Stock Keeping Unit (SKU), pronounced either "*skew*" or by its acronym letters SKU. An SKU identifies an identical item from different manufacturers. A new dialog box opens. Enter the SKU number and click the Add button. Click the OK button to save SKUs and return to the General tab of the Inventory Item Definitions dialog box.



  To see SKUs in the Inventory Item Definitions list, click Actions > Choose Columns > Item Code.

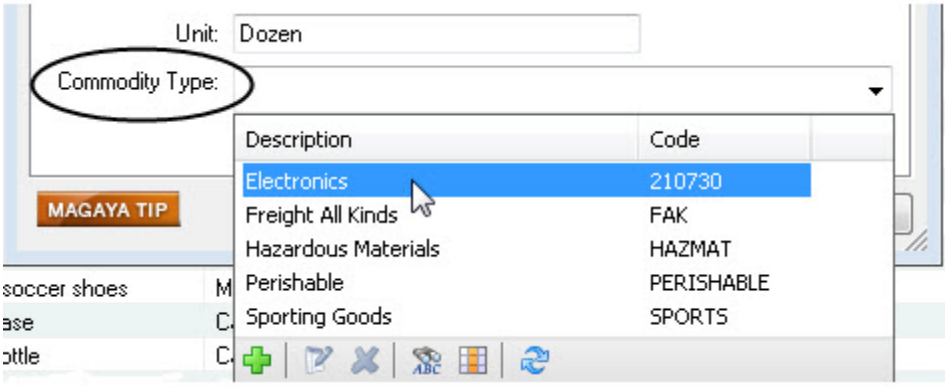
- Enter a description of the item.
- Enter the Model number or name that was assigned by the manufacturer.
- Select the Client from the dropdown menu. (Use this if you have a regular customer who buys this product. *Note*: If you assign a client, the inventory item is linked to the client. The inventory information for this item will be available for the client to see online via using Magaya LiveTrack.)
- Select the manufacturer name from the dropdown menu.

- Enter the amount per pallet, if the items are shipped in a pallet in the same amount each time. This will also be used to estimate how many items can build a pallet.



- Check the box to "Keep Inventory by Serial Number" if you are keeping track of your inventory by serial number. (The serial number is unique per item. For example, the computers in an office may all be from Dell, and they may be the same model, but each one has a different serial number. If one computer needs a repair and will be sent back to the manufacturer for the repair, the serial number will ensure that the correct computer is sent for repairs.
- Check the box to "Save Serial Numbers When Items Go Out" if you want to track the serial number only after the items are dispatched (i.e., for Customs clearance at destination countries).
- The package type, dimensions, and Unit fields are optional but are helpful to speed up the receiving process. We recommend you fill them in here. When this item is received in a WR or sold in a SO, this information will be automatically added to those transactions.
- Has Variable Weight: This option is useful for items such as perishables. By checking this, the item can be received in multiple boxes and weighed together, but it can be released in partial releases. During release, the user can enter the weight of the partial pieces being released so the correct charges are calculated. The system will adjust the weight o f the remaining on-hand pieces accordingly. A column for "Total On-Hand Weight" can be selected from the Choose Columns dialog box in the Inventory Items Definition list, which will show the calculated weight of variable-weight items.

- Commodity Type: The system has “Freight All Kinds” as a default commodity type. You can add others and then use them in Rates and other places such as reports.



- Inactive: If this is checked, the system asks you to confirm that you want to deactivate that item. If items are on hand or arriving, they can still be loaded. If you deactivate an item when you still have inventory, the system will notify you.

4) On the **Accounting tab**, you can add the value, set cost and income accounts for inventory items, and minimum stock information. This is useful for companies that sell inventory.

- Use the Purchase Item and Sale Item dropdowns to assign cost and income accounts to the item. (This field uses the Items & Services)

  The Unitary Value will be displayed in a Commercial Invoice document, often used by freight forwarders. It is the selling price of an item, and it also appears in the Sales Order. (Optional field.)

- Select how inventory is released such as First In/First Out.
- Select the Costing Method: either by specific price for the item or by average cost. See the Magaya Accounting manual or search in the Knowledegebase for keywords “Average Cost.”
- The minimum stock information can be set so that your system sends an alert when the inventory for this item reaches the number you define here as the Minimum Stock so that replenishment can be done.

  You can alert an employee to replenish the items or leave the field blank so it will go to all the handheld scanners.

To send the customer (client) an email notice of low inventory, check the box “Alert Client by email”. Ensure there is an email address in the customer profile.

If you selected a Preferred Vendor, you can also choose to create a PO with that vendor when inventory is low. The PO will appear in the Purchase Order list (for users of the Magaya Supply Chain Solution).

When you are finished entering information for the Inventory Item Definition, the item is now saved in your Magaya system and ready to be used in WRs and other transactions.

When you edit an Inventory Item Definition, the Part Number is grayed out and cannot be changed. If the Part Number is not correct, delete the item and create a new Inventory Item Definition for the item.

The Criteria tab displays criteria used in the Location Definition to help whne doing procedures for putting away this item, replenishing it or picking it for a release. For more, see the topic "Location Definitions."

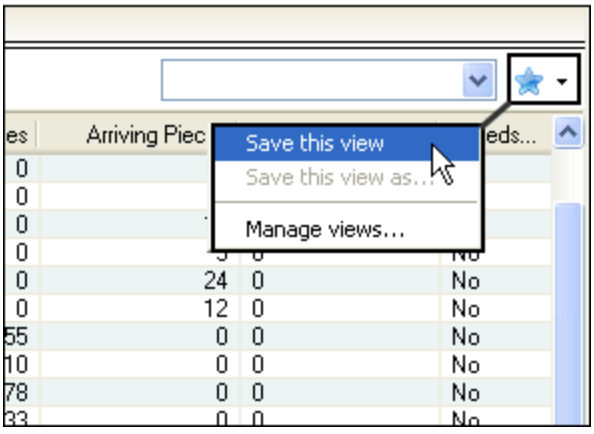
Inventory Item Definitions List

The Inventory Items Definitions list can be used to displayed a variety of information about your inventory in a way that is helpful to your specific operation. For example, you can set columns by using the "Actions" button.

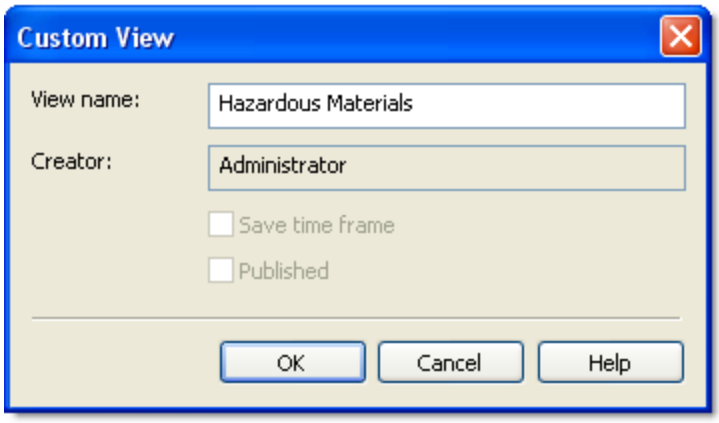
Save a List View:

You can save a view so you don't have to create it every time you want to see certain details. Follow these steps:

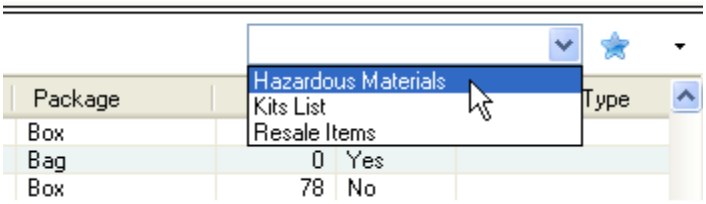
First, filter the list to view only the items you want to see. Save that view by clicking the star on the top of the list and select "Save this view."



Name the view to save it.

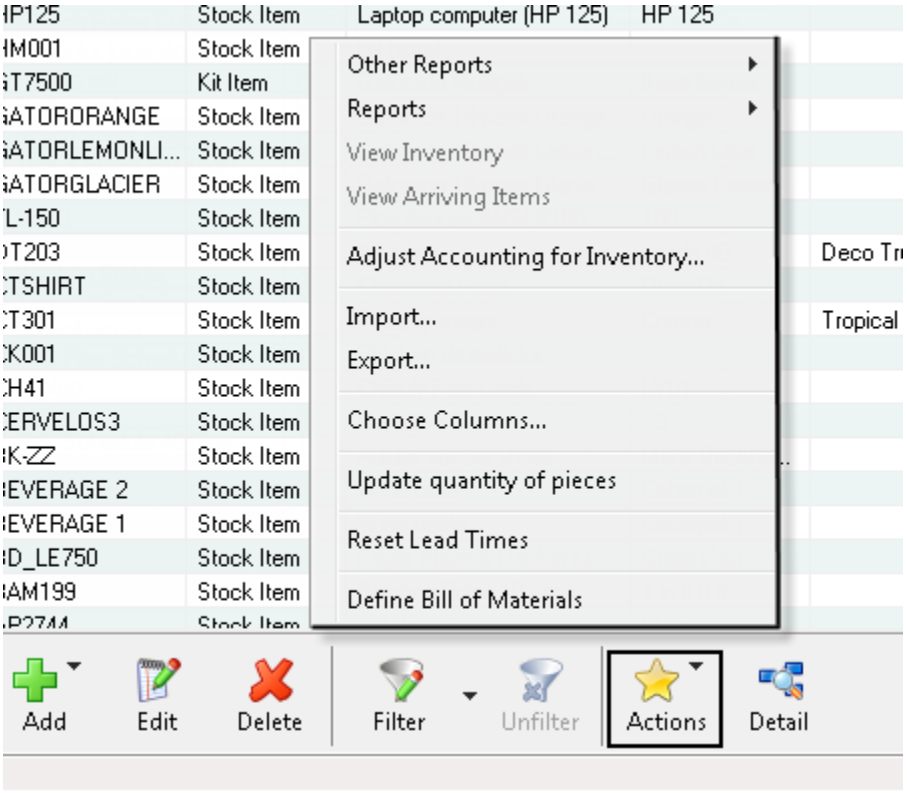


This view of the list can be accessed at any time by clicking the dropdown menu which shows all the views saved.



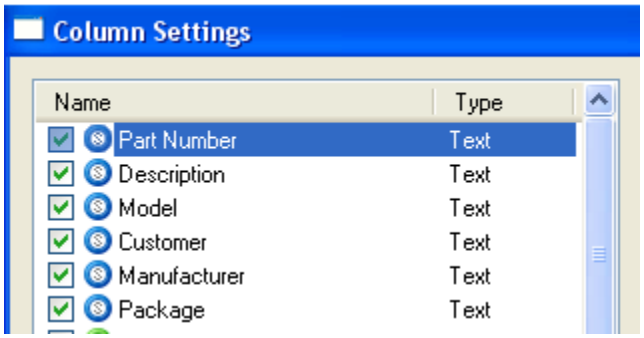
Actions Button:

Create reports by clicking the Actions button and select the option such as the **Reports** > In and Out Summary. “In and Out” cargo reports are covered in detail in the Knowledgebase topic “How to Manage and Move Warehouse Items” and in the *Magaya Supply Chain Solution Operations Manual*.



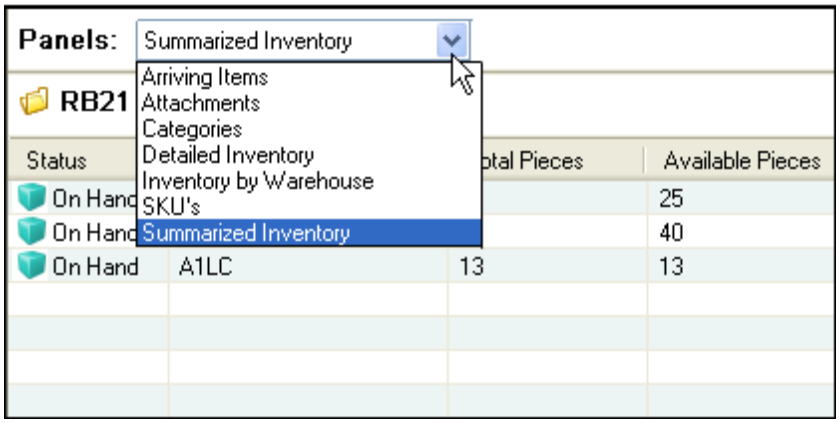
Detail button: Click the Detail button to open a new panel. In that panel, you can select to display more details such as attachments, SKUs, and more. Click the Detail button again to close the panel.

Configure Columns: Click the Actions button to access the "Choose Columns" dialog box where you can set the column width, order, and which columns to see.



There are many columns to select from, including hazardous materials, dimensions, value, if items are on hold or not, etc.

To see more details about your inventory quickly, click the "Detail" button to open a panel.



Choose Columns:

To group the resale items together, select the column:

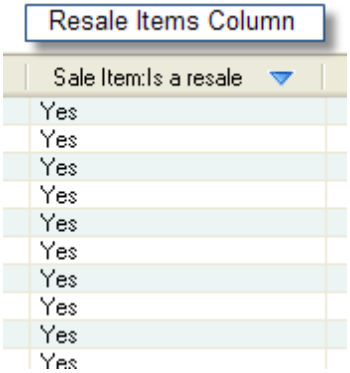
1) Actions > Choose Columns.

2) In the dialog box, click the "Add Columns" button to open the Related Columns box.

3) In the dropdown, select the Related Element "Sale Item".

4) Select "Is a resale". This is a yes/no type of column.

5) Click OK to save and close each dialog box and return to the list.



Click the column heading to sort the list and group all the resale items together.

Detail Button:

Select the detailed panel you want to view. When you click on any inventory item definition, the details appear in the panel.

Note: The "Items & Services" list provides an option to view just the inventory item charges or to view the charges that are not related to inventory.

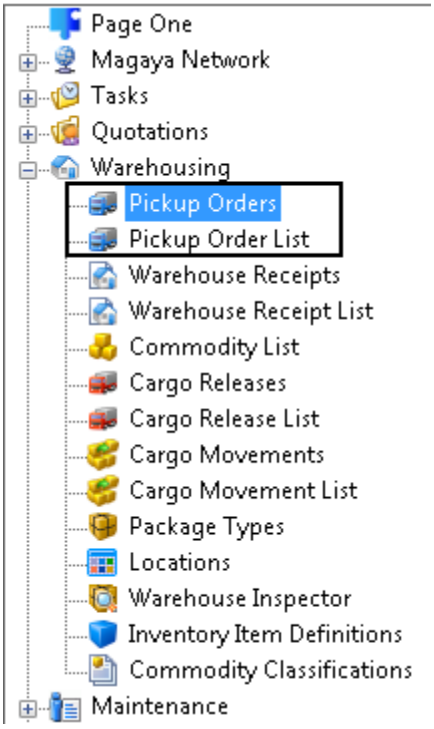
Chapter 8: Pickup Orders

Introduction to Pickup Orders

What is a Pickup Order? A Pickup Order is a document that outlines the terms for the delivery of goods from one location to another.

When a customer of yours such as a manufacturer, a supplier, or a buyer wants items moved from point A to point B, you'll create a Pickup Order in your Magaya system. The Pickup Order will include information such as what you're picking up, the location for pickup and for delivery, charges and more.

Pickup Orders are located under the **Warehousing folder**. You can view the Pickup Orders as a list or in document form.

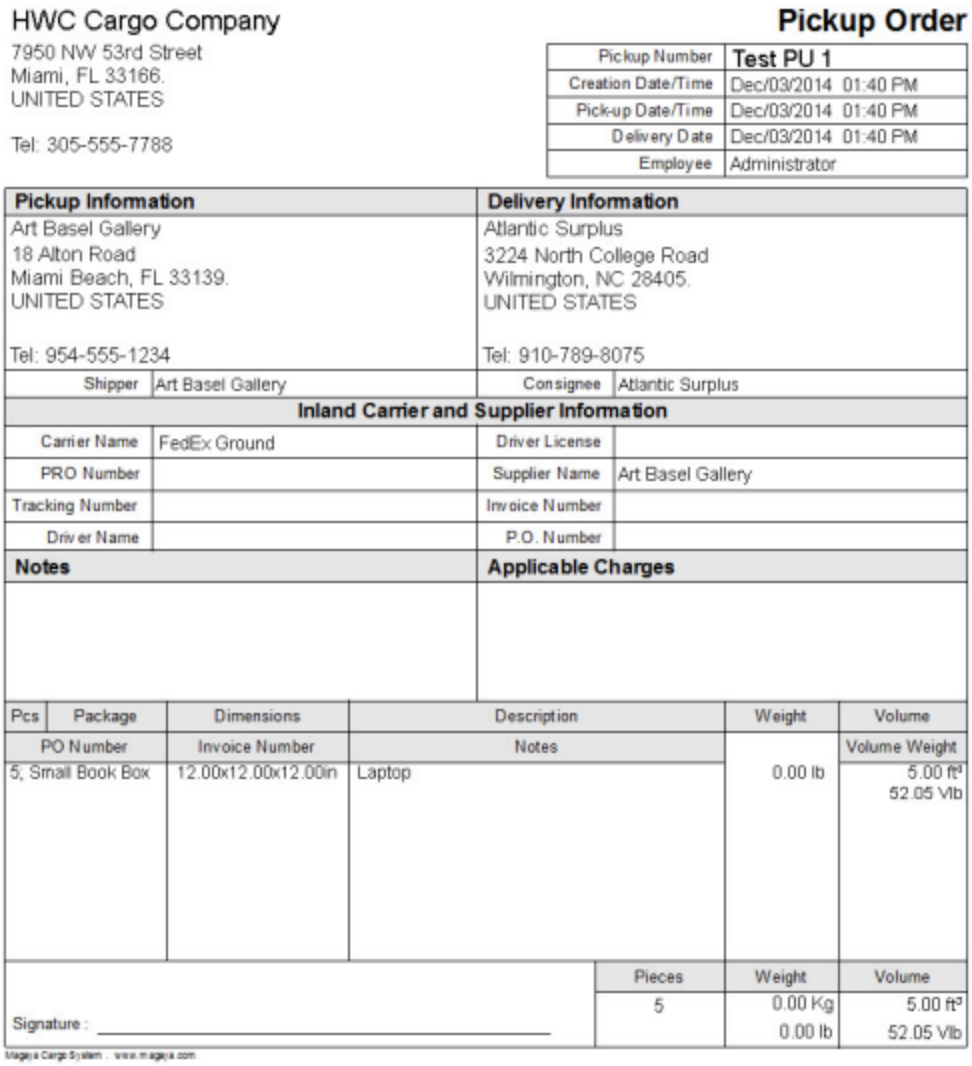


Document Templates:

There are different templates available in Magaya software, and you can customize your documents to display your logo or other fields. Customizing

documents is not covered in this topic; see the *Magaya Software Customization Manual*.

Here is an example of a Pickup Order created in Magaya software, using the default template:



HWC Cargo Company
7950 NW 53rd Street
Miami, FL 33166.
UNITED STATES

Tel: 305-555-7788

Pickup Order

Pickup Number	Test PU 1
Creation Date/Time	Dec/03/2014 01:40 PM
Pick-up Date/Time	Dec/03/2014 01:40 PM
Delivery Date	Dec/03/2014 01:40 PM
Employee	Administrator

Pickup Information	Delivery Information
Art Basel Gallery 18 Alton Road Miami Beach, FL 33139. UNITED STATES Tel: 954-555-1234	Atlantic Surplus 3224 North College Road Wilmington, NC 28405. UNITED STATES Tel: 910-789-8075

Shipper	Art Basel Gallery	Consignee	Atlantic Surplus

Inland Carrier and Supplier Information

Carrier Name	FedEx Ground	Driver License	
PRO Number		Supplier Name	Art Basel Gallery
Tracking Number		Invoice Number	
Driver Name		P.O. Number	

Notes	Applicable Charges

Pcs	Package	Dimensions	Description	Weight	Volume
PO Number		Invoice Number	Notes		Volume Weight
5, Small Book Box		12.00x12.00x12.00in	Laptop	0.00 lb	5.00 ft³ 52.05 Vlb

	Pieces	Weight	Volume
Signature : _____	5	0.00 Kg 0.00 lb	5.00 ft³ 52.05 Vlb

Let's look at another template.

The below is the template called "Pickup Order (No Charges)." This is used when a Magaya customer uses a third-party carrier company to pickup the items and does not want to show the carrier how much they are charging their customers.

Notice the field "Applicable Charges" is not shown in this template. (Compare it with the one above.)

Magaya: ....
7920 NW 53rd. Street
Doral, FL 33166.
UNITED STATES

Tel: 786-555-9000

Pickup/Delivery Order

Pickup Number	2
Creation Date/Time	Feb/04/2015 01:59 PM
Pick-up Date/Time	Feb/05/2015 09:00 AM
Delivery Date/Time	Feb/05/2015 02:15 PM
Employee	Administrator

Pickup Information	Delivery Information
Orlando DC 134 Orange Blossom Trail Orlando, FL 33012. UNITED STATES	HWC Warehouse 2500 NW 87th Ave. Miami, FL 33313. UNITED STATES

Shipper	Electronics Depot	Consignee	

Return Address	Notes

Line Booking Number	

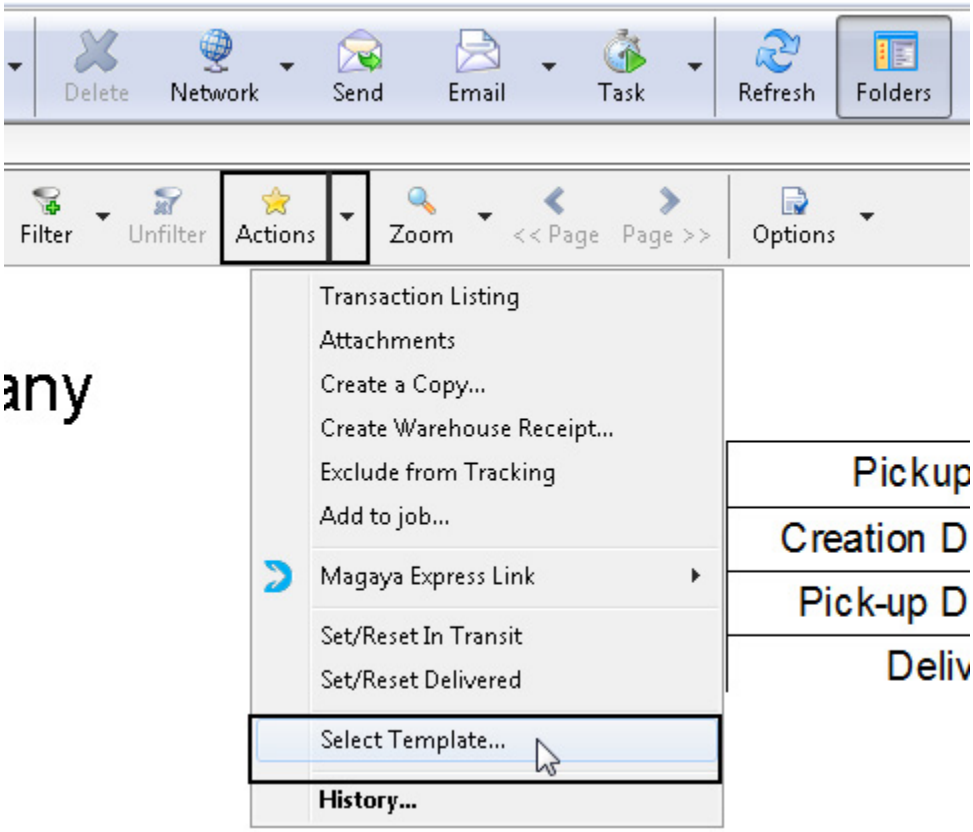
Inland Carrier and Supplier Information

Carrier Name	FedEx Ground	Driver License	
PRO Number		Supplier Name	Electronics Depot
Tracking Number	123456	Invoice Number	
Driver Name		P.O. Number	

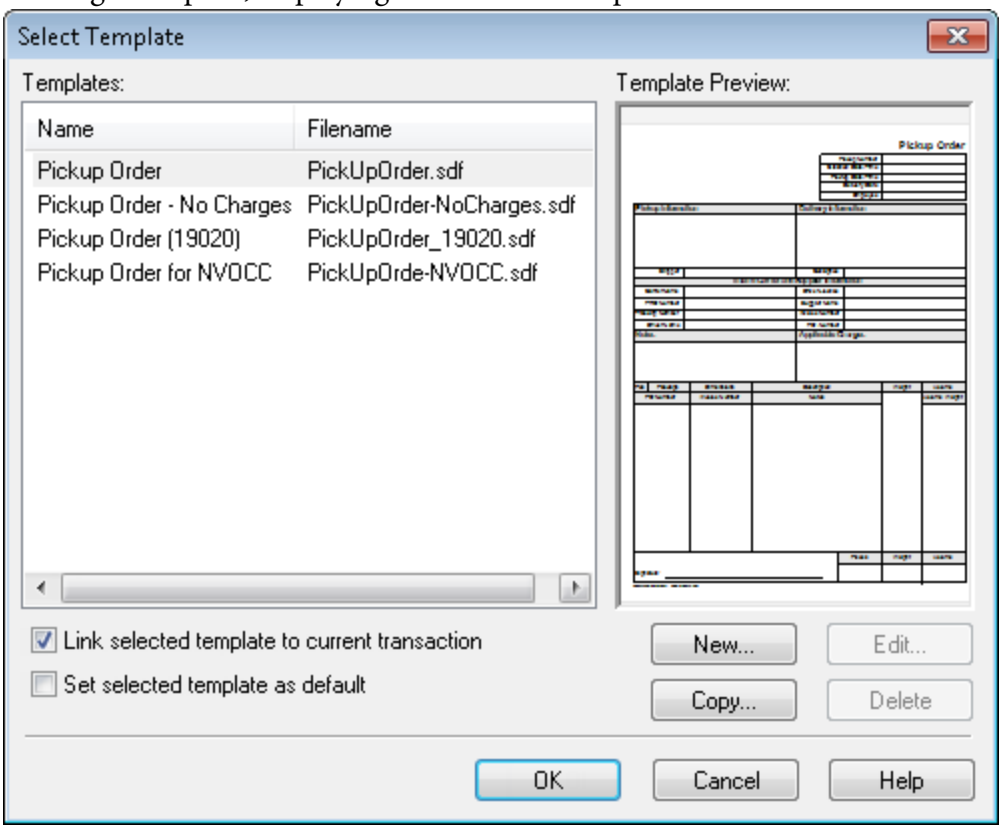
Pcs	Package	Dimensions		Description	Weight	Volume
PO Number		Invoice Number		Notes		Volume Weight
5; Box		22.00x21.00x8.00in		HP Laptop	6.00 lb	10.70 ft³ 111.38 Vlb
5; Box		22.00x21.00x8.00in		HP Laptop	54.00 lb	10.70 ft³ 111.38 Vlb
20; Box		10.00x10.00x4.00in		Ethernet cards	40.00 lb	4.60 ft³ 47.88 Vlb

Signature: _____	Pieces	Weight	Volume
	30	45.36 Kg 100.00 lb	26.00 ft³ 270.65 Vlb

Templates are available from the Actions button when you are viewing a document.



A dialog box opens, displaying the available templates.



Note: If you want to check for any new templates from Magaya, go to File > Download Document.

For steps on creating Pickup Orders, see the topic "Pickup Cargo: Create a Pickup Order" in the Magaya Knowledgebase:

http://knowledge.magaya.com/?search=create_pickup_order

Pick Up Cargo: Create a Pickup Order

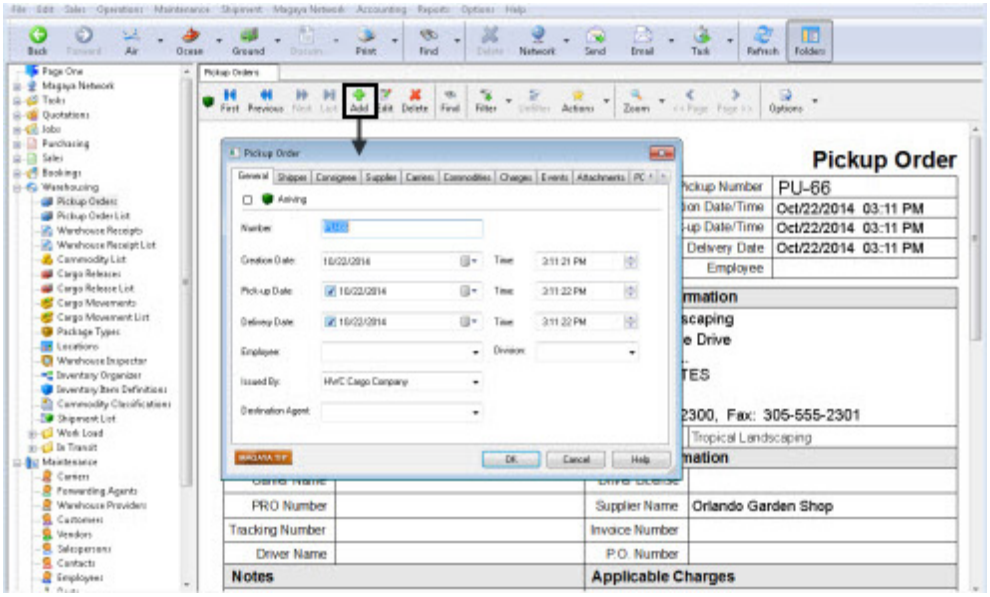
There is more than one way to create a Pickup Order in your Magaya system, depending on your business model. For example, you may give a customer a quote first. Then you can convert that Quotation into a Pickup Order, which transfers the information for you from one transaction to another. If you don't make Quotations, you will need to know how to create and issue an order to pick up cargo. Let's look at how to create a Pickup Order from scratch.

Note: For an introduction to creating transactions in your Magaya system for picking up cargo, including learning about document templates, see the topic "Introduction to Pickup Orders" in the Magaya Knowledgebase:

http://knowledge.magaya.com/?search=intro_pickup_orders

To create a Pickup Order, go to the Warehousing folder and click "Pickup Orders." *Note*: You can create a Pickup Order from the list view or the document view. This topic explains the process from the document view.

In the toolbar, click the "Add" button.



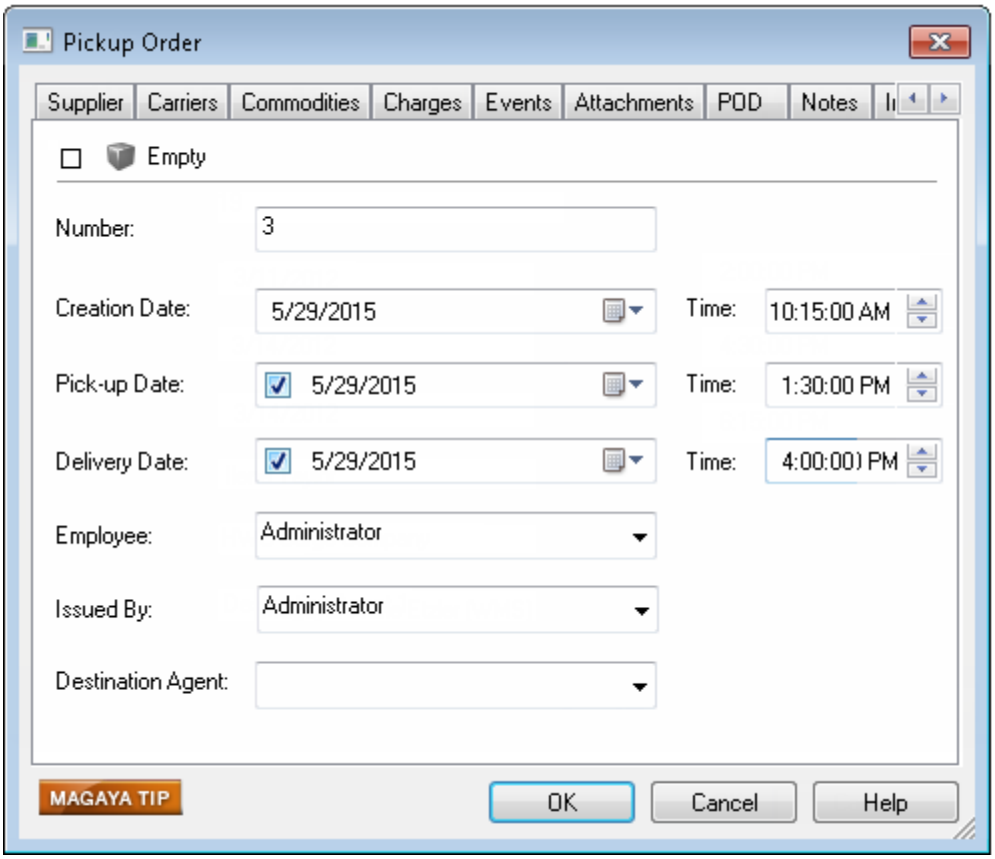
A dialog box opens. Let's review how it works: In this dialog box, you will enter details that will be automatically placed in a document for you. You do not need to type any documents. The dialog box saves all the data you enter so you can print a document, send it via email directly from your Magaya system, or use any of the information in reports. You don't have to retype anything, so you save time and reduce errors.

Tabs are listed across the top of the dialog box. You can click any tab to view it. Use the arrows to scroll and see more tabs. To widen the dialog box, click and drag the bottom corner. We'll look at each tab, one at a time, and explain the fields in each tab.

General Tab

The General tab is the best place to start (but it's not required). Let's look at each field on the General tab. A blank Pickup Order will have the status of "Empty"

which is noted on the top of the General tab. This status will change after you save this transaction and as you work with it.



How are Pickup Order numbers defined? Magaya software comes with a default numbering system for transactions. To change it to any combination of letters and /or numbers, go to Maintenance > Configuration > Document Numbers. (We won't go into detail about the numbering here. That is covered in the *Magaya Software Customization Manual*, Chapter 3. See also the topic "Introduction to the Configuration Menu" in the Magaya Knowledgebase.) The numbers are used to identify the transaction in your Magaya system.

The Date and Time fields for Creation, Pickup, and Delivery all default to today. Change them as needed by clicking the arrow. (The "Creation Date" is the date and time that this Pickup Order is created in the Magaya system.)

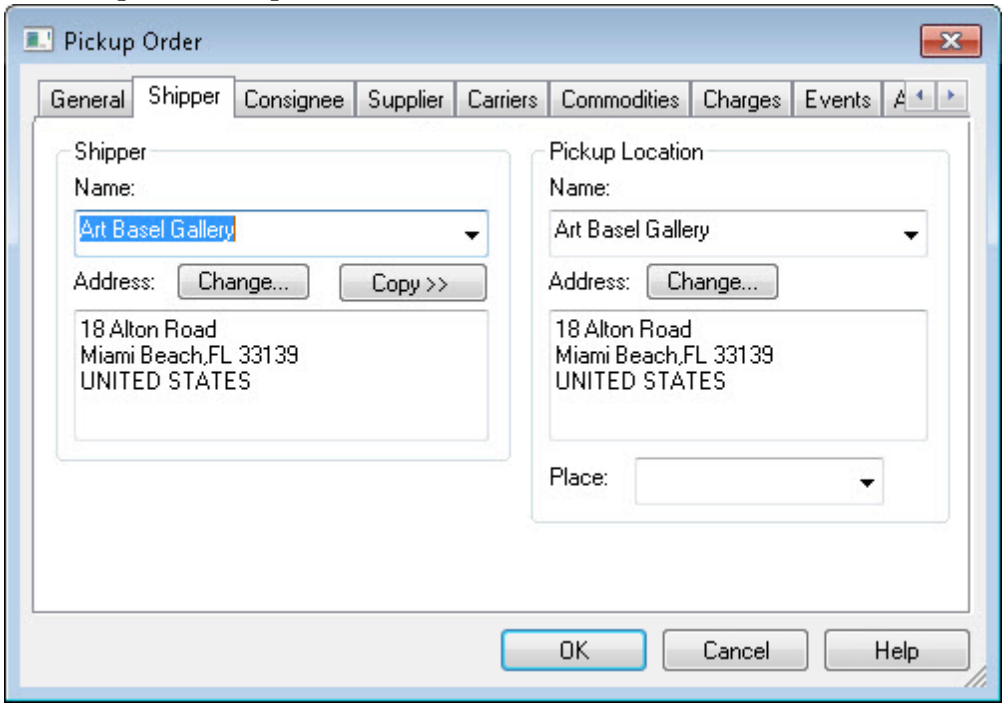
The system automatically fills in the name of the user in the Employee field.

The "Issued By" field is set to display your company by default. Change it if you are an agent acting on behalf of someone else.

The Destination Agent can be left blank if you do not know it at this time.

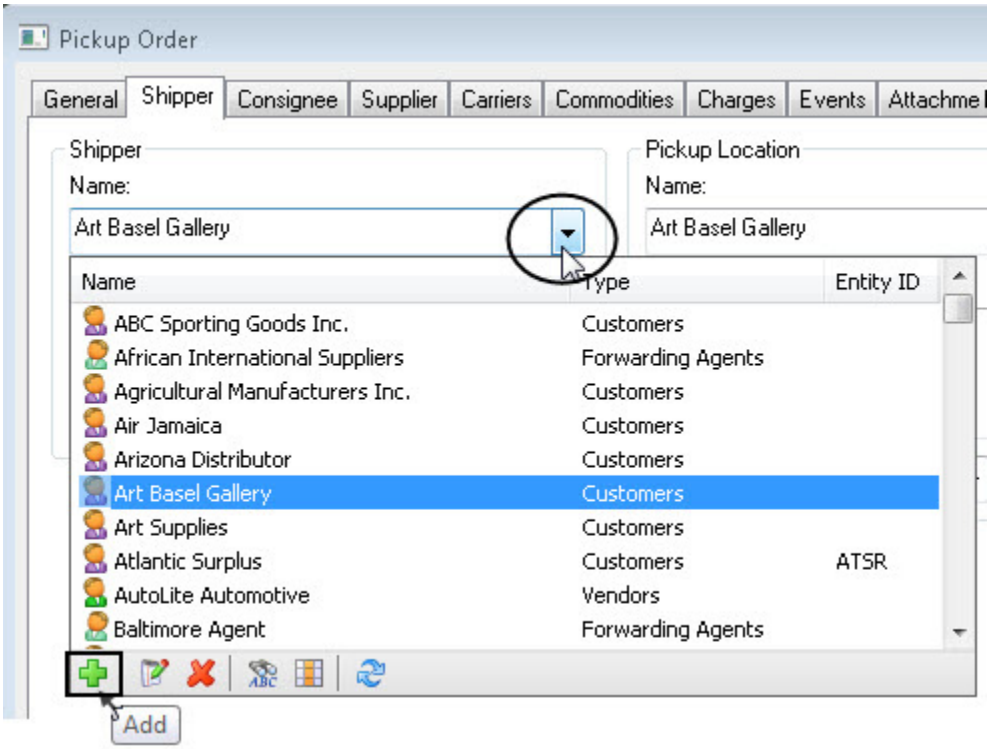
Shipper Tab

The Shipper tab contains fields to select who is shipping the cargo (or items) and where to pick them up.



Select the Shipper by clicking the arrow. The list displays the Customers, Vendors and Forwarding Agents that are saved in your Maintenance folder. (If

you don't see any or if you need to add a new one, click the plus sign in the drop-down menu's toolbar.)

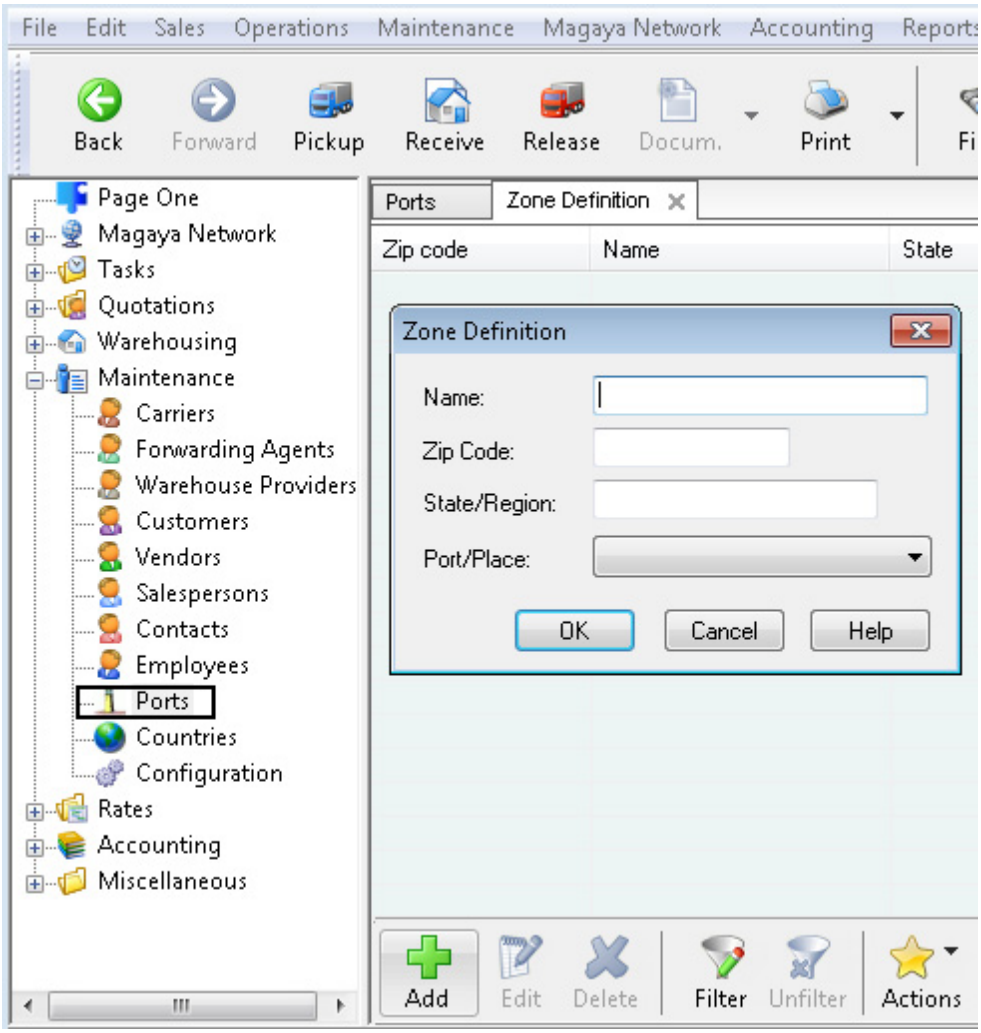


The address for the entity will display on the Shipper tab. The Address "Change" button: click to select a different address than the default for the shipper. (These are saved addresses on the entity's profile. You can add an address here too, for example a branch office. It will be saved in the system for future use.)

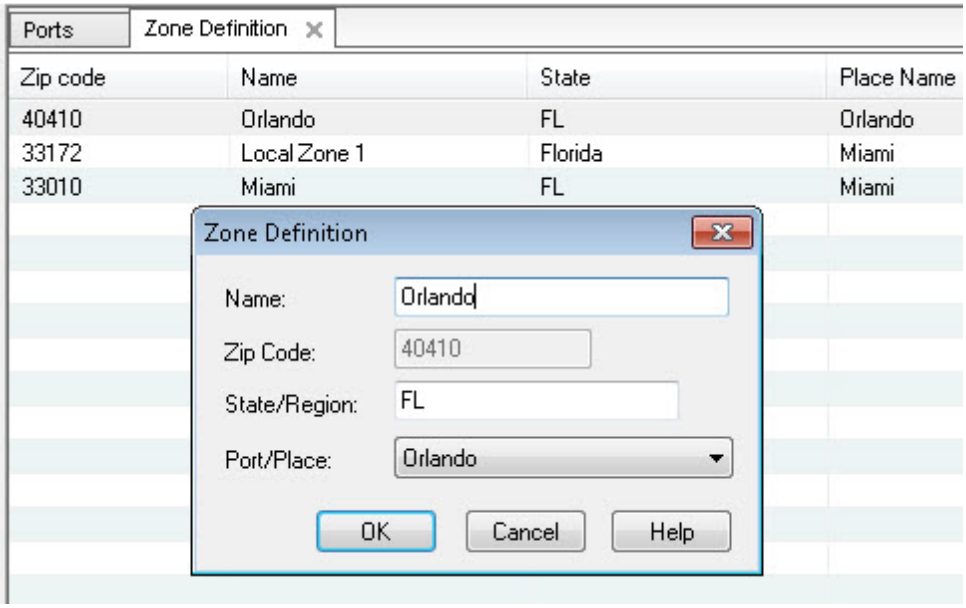
Use the Copy button if the pickup location is the same as the shipper. Otherwise, select the pickup location from the dropdown menu.

The "Place" field is used if you have Rates entered in your system. Rates are recommended but optional. You can leave this field blank. To use this field, please read the following: In the Pickup Order, the rates work by generating ground freight rates automatically by the zip code of the Pickup Location field on the Shipper tab. It will also use the Place set on the Consignee tab for the Delivery Location. The system reads the zip codes in the Pickup Location and in the Delivery Location and compares them with the Zone Definitions (available via the Ports List > Actions). It will find the cities for those Zones, and then find the corresponding Rate entered for that city (in the Rates list). Rates are explained in Chapter 11 of the *Magaya Software Accounting Manual*.

To add a zip code to a port, go to the Ports list, click the Actions button > Select Zone Definitions. Click the Add button and enter the zone details.



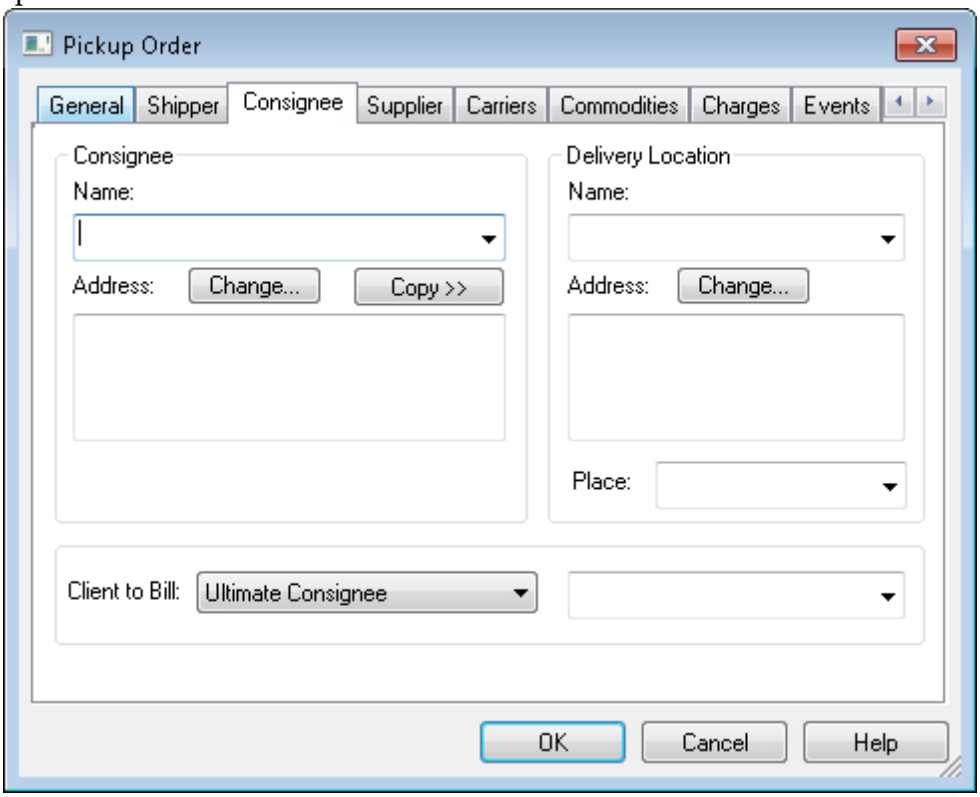
Here are some examples zones defined:



Consignee Tab

The Consignee is the person or company who is receiving the goods ultimately. When you are creating the Pickup Order, you may not have this information. If

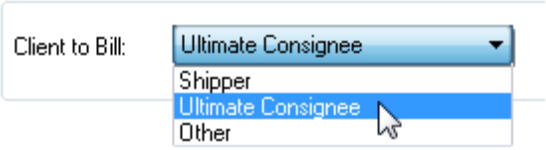
you have the details, add them to this tab by using the dropdown menus as explained earlier.



For the "Delivery Location" field, select the entity of the place where the items will go.

The "Place" field is used if you have Rates entered in your system. Rates are recommended but optional. Refer to the explanation in the section "Shipper Tab."

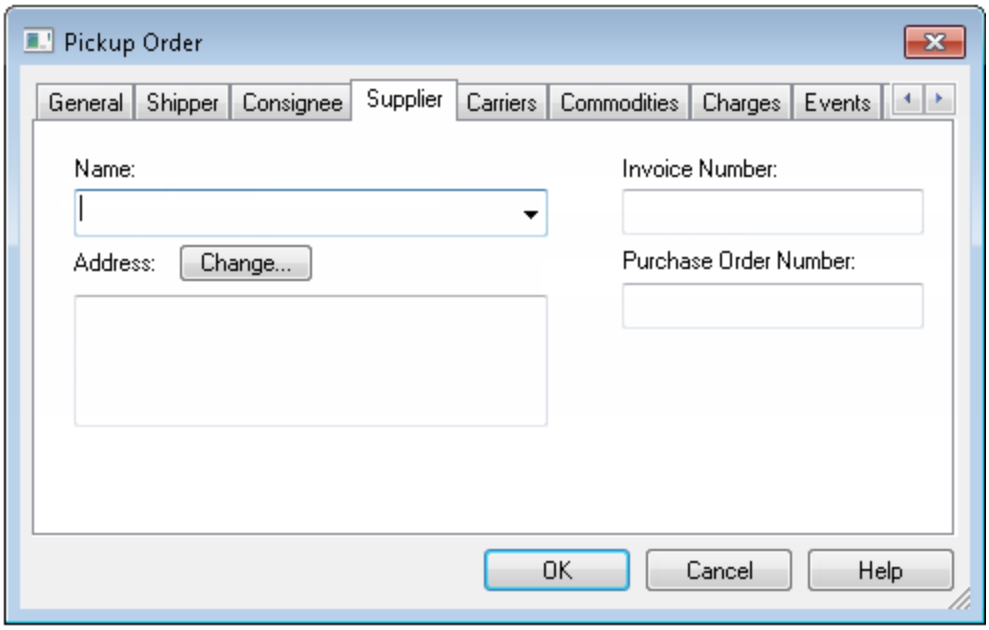
If you know the client who will be billed, select it. The “Client to Bill” field is the entity that will pay for the charges. The system defaults to the Ultimate Consignee for this field. Change it as needed. When selecting an entity for the“Client to Bill” field on the Consignee tab, this affects the Charges tab by telling the system to default to that entity when you add charges on the Charges tab, making charge creation faster. Of course, you can add a charge for any entity, not just the one set in the Consignee tab as the Client to Bill. Simply create the charge and select the entity you need to apply the charge to. We'll learn more about charges when we get to the “Charges” topic.



Supplier Tab

The Supplier may contain some of the same information as the Shipper tab. The Supplier is the entity who provides the goods for the Shipper.

Select the entity name for the Supplier for this Pickup Order.



Enter the Invoice number if you have it. This invoice number is for the commercial transaction that pays for the items.

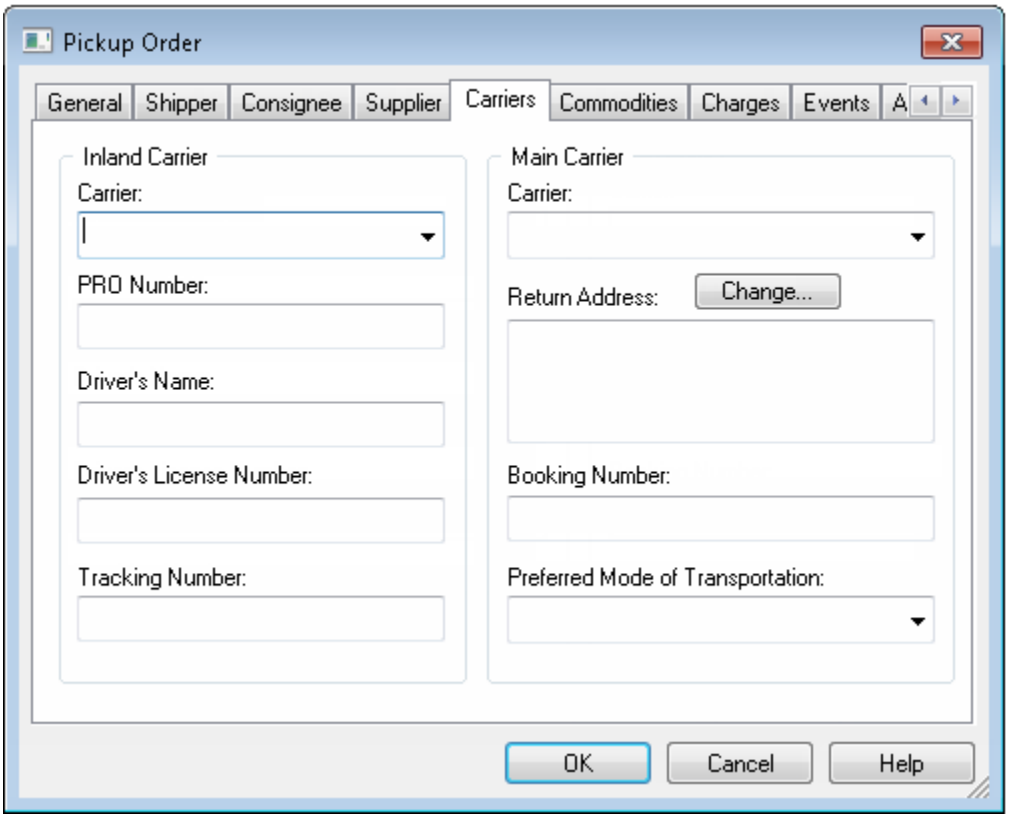
Enter the Purchase Order (PO) number if you have it. This PO number the corresponds to the commercial transaction that purchases the items.

Carriers Tab

The fields on the Carrier tab are:

The Inland Carrier is usually an overland trucking company. This entity provides transportation for the Pickup Order.

The Main Carrier is usually an ocean carrier if the cargo is sent by sea after the pickup is done. This applies when this is part of a complex transportation arrangement that has more than one leg.



The Return Address is the address where the container is returning to; this is mostly used by an NVOCC.

The PRO number is optional. Enter it if you have it. It is a progressive, or sequential, number used by the inland carrier trucking company to identify the straight BL and to track freight bills.

If you have the driver's name and license, you can enter it here.

If the carrier gave you a tracking number, enter it.

Enter the Booking number if this Pickup Order is part of a Booking that is made in your Magaya system.

If this transaction includes a preferred mode of transportation, select it from the dropdown menu. (The preferred mode field is filled automatically if this transaction was created online in LiveTrack by a user who entered a preferred mode of transport.)

The "Preferred Mode of Transportation" on the Carrier's tab is also connected to the Rates in your system, if you have rates set up. If you do have rates in your Magaya system, then select the "Preferred Mode of Transportation" on the Carrier's tab in order to tell the system which rate to use such as the Ground rate

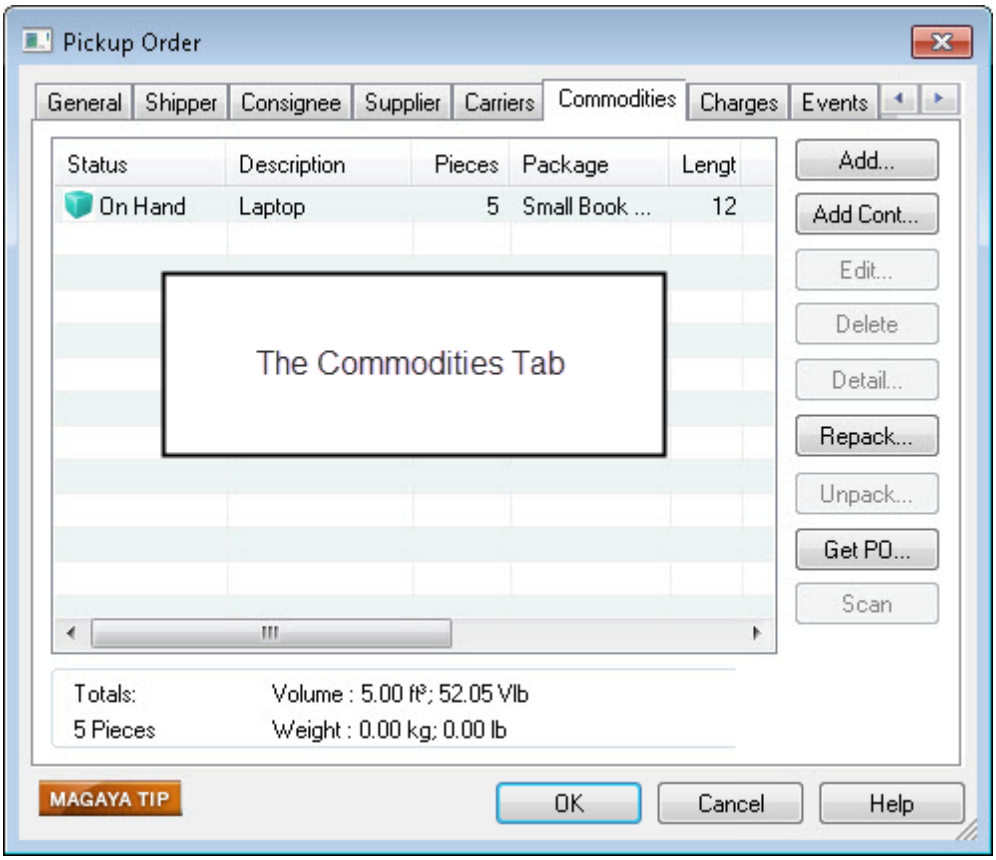
for this transaction. The system also takes into consideration the origin and destination and other criteria in the rate.

Commodities Tab

In the Commodities tab, you can add commodities or a container.

A commodity can be a Part Number that's already defined in your Magaya system, or it can be loose cargo that you describe now as you enter it.

There are a lot of functions on this tab, so let's discuss one at a time.



The first two buttons on the top right are used to add a commodity ("Add"), if you want to add a line item that does not need inner detail. Or add a container ("Add Cont...") which will have many commodities and details inside it. To view those details after you place items inside, click the "Detail" button. If you need to group items inside a container or other package type, click the "Repack" button.

To add a commodity such as a box, a pallet, or other item, click the "Add" button. This opens the Commodity dialog box where you enter the details. Then

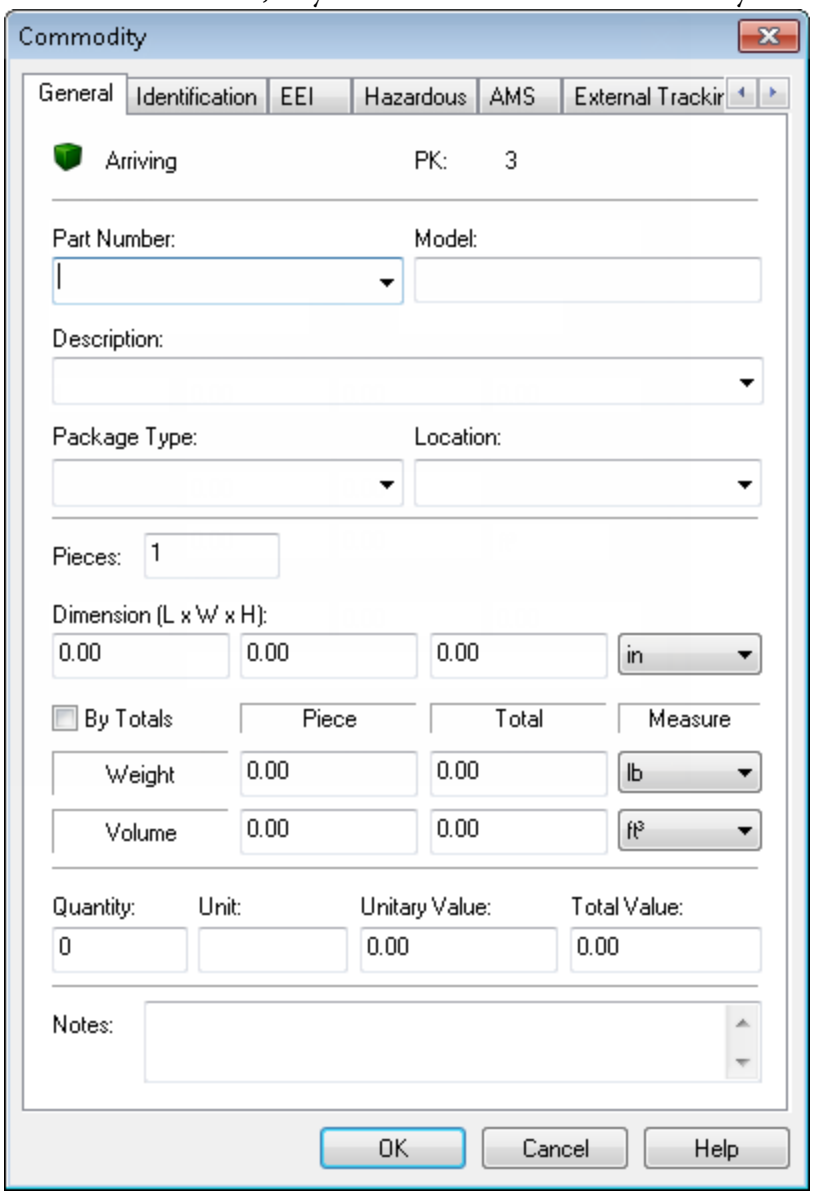
that commodity is added tothe transaction. You can add as many commodities as needed.

The Commodity Dialog Box:

The Commodity dialog box has many fields and tabs. It has tabs you can scroll through and use as needed, but for this topic we'll focus on the General tab. To learn more about the Commodity dialog box now, see the article in the Knowledgebase:

http://knowledge.magaya.com/?search=commodities_tab

On the General tab of the Commodity dialog box, you can enter information about an item for pick up. The information can be filled automatically when you select the Part Number field, or you can enter the details manually.

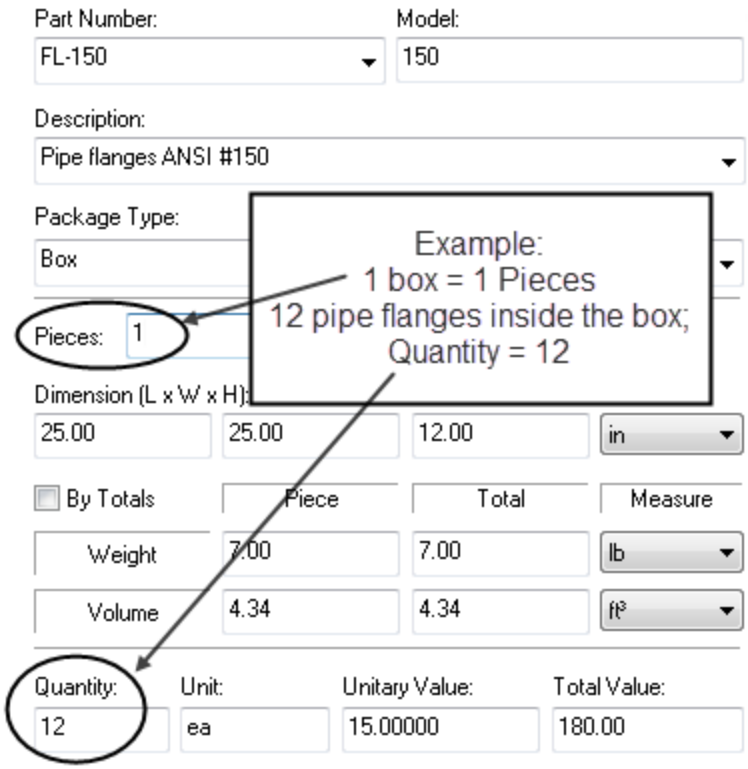


Fields on the General tab of the Commodity dialog box:

- If you don't have a part number to select, start with the Description field. A Part Number (PN) is a number that identifies an item. The PN may be from the manufacturer, the customer, or defined by your company.
- The “Pieces” field is how many packages will display on the line in the Commodity tab. For example, 1 box is 1 piece. Even if you have 1 box with other pieces inside it, enter "1" in the Pieces field. Another example: If you pickup 10 boxes, enter “10” in the Pieces field.
- The dimensions are the measurements of a particular line item in the Pickup Order. The dimensions are per piece. For example if you have a pallet, enter the dimensions of the pallet, regardless of how many items are included in the pallet.
- The “By Totals” field is volume and weight of all the pieces together. This is useful if you don't know the weight of each box; then enter the total for all the boxes in the Total field. (When you check the box, the weight field will be grayed out, so you can enter the total weight. This selection is saved.
- The “Quantity” field is used to enter the quantity of items commercially purchased. This field is used if you are declaring insurance or if you need a Commercial Invoice to include the value per item. This is used for resale items, not for cargo items. It’s optional and can be left blank.

  Example, if you have 1 box with 12 items inside, you have a "Quantity" of 12. To track the value per item, enter the value of one item in the "Unitary value" field. For example, if the box has 12 items, and each item is valued at $50, enter "50" in the "Unitary value" field. The system calculates the

total value for you. If your Inventory Item Definition for a Part Number includes the value, it will be filled in here.



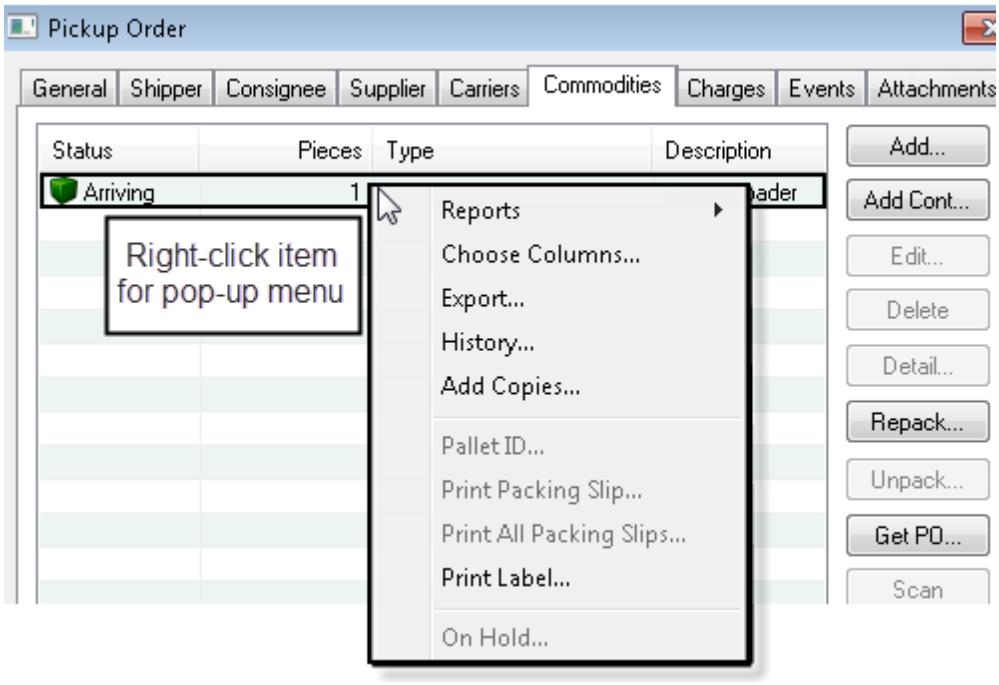
Click OK to save the information in the Commodity dialog box and return to the Commodity tab in the Pickup Order.

Other buttons on the Commodity tab help you with different functions, some you may use and others you may not. Let's look at them to learn about the options.

When you click a line item, that line is highlighted (or "selected") and certain buttons become active on the tab:

- The Edit Button: Click it to open the dialog box and make changes
- The Delete Button: Click it to delete that line item
- The Detail Button: Click it to open the dialog box for a container or package. The Detail button is not active unless the item is a container with items inside it.
- The Scan Button: Used with a handheld scanner to scan bar codes. This topic will be covered in the Warehouse Receipts section of the course.
- The Repack button: Repacking is typically done in the warehouse after items are received and they need to be repacked to be shipped out by grouping them inside another package type or a container.

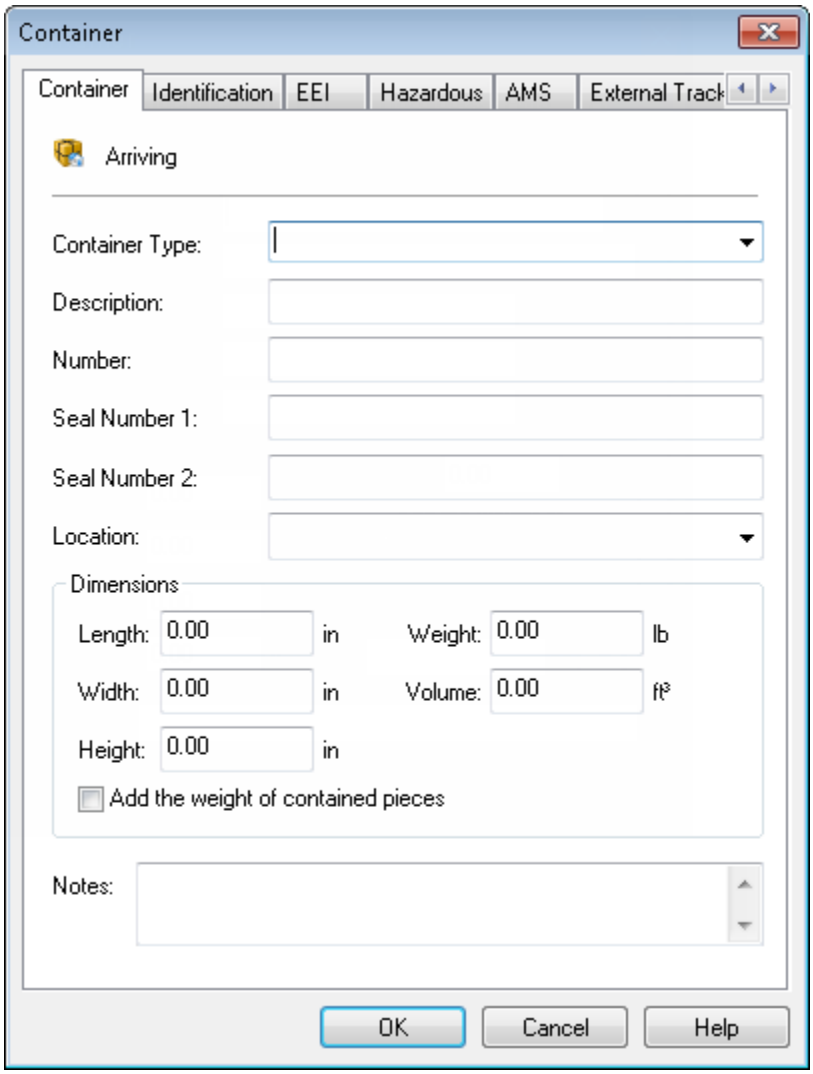
Additional options are available by right-clicking an item to open a pop-up menu:



By right-clicking, you can change the columns in the Commodity tab, create reports, and other functions.

How to Add a Container to a Pickup Order:

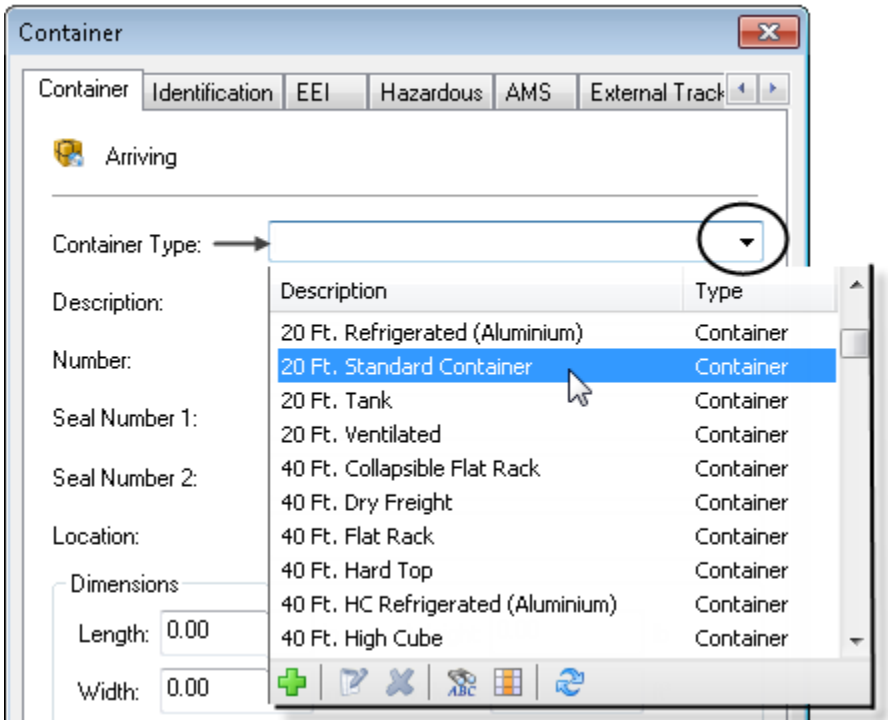
If you need to create a Pickup Order for a container, click the "Add Cont..." button on the Commodity tab. This container will include commodities and details about the commodities inside the container.



The Container dialog box has many tabs. For a Pickup Order, the most commonly used tab is the first one, the Container tab. It enables you to select the type of container. To do this, click the arrow for the field "Container Type" and scroll through the list in the dropdown menu.

The Container Types included with the Magaya system are listed in order, starting with different types of 20-foot containers, then 40-foot containers, and

other package types. Containers for air freight are included, beginning with the letters "LD."



Tip: If you know the name of the container type you're looking for, type the first letter of the word, and the list will jump to that section, saving scrolling and searching.

Enter a description of the container (optional).

Enter the container number.

Enter the Seal number. If there are two seal numbers, enter both.

Enter the dimensions of the container if needed. If you select one of the container types of 20- or 40-foot containers or the LDs units, the dimensions are filled in automatically.

Check the box if you want to add the weight of the contained pieces to the total weight.

Select a warehouse location from the dropdown menu to define the place where the cargo will be picked up.

The Notes field is optional.

The Identification tab contains fields for the invoice number and PO number:

Enter the invoice number, the PO number and the Job (if applicable).

The fields for EEI, Hazardous Materials, AMS, and Attachments tabs in the Container dialog box are the same as for the Commodities dialog box. Please see the Commodities section for information on entering data in these tabs.

Note: When you use the "Add Container" button, that container will appear in the Container Reports (available from the Shipment List Actions button). If you use the "Add" button to add a commodity and then selected the container type from the Package Type list, it will **not** appear in the Container Report.

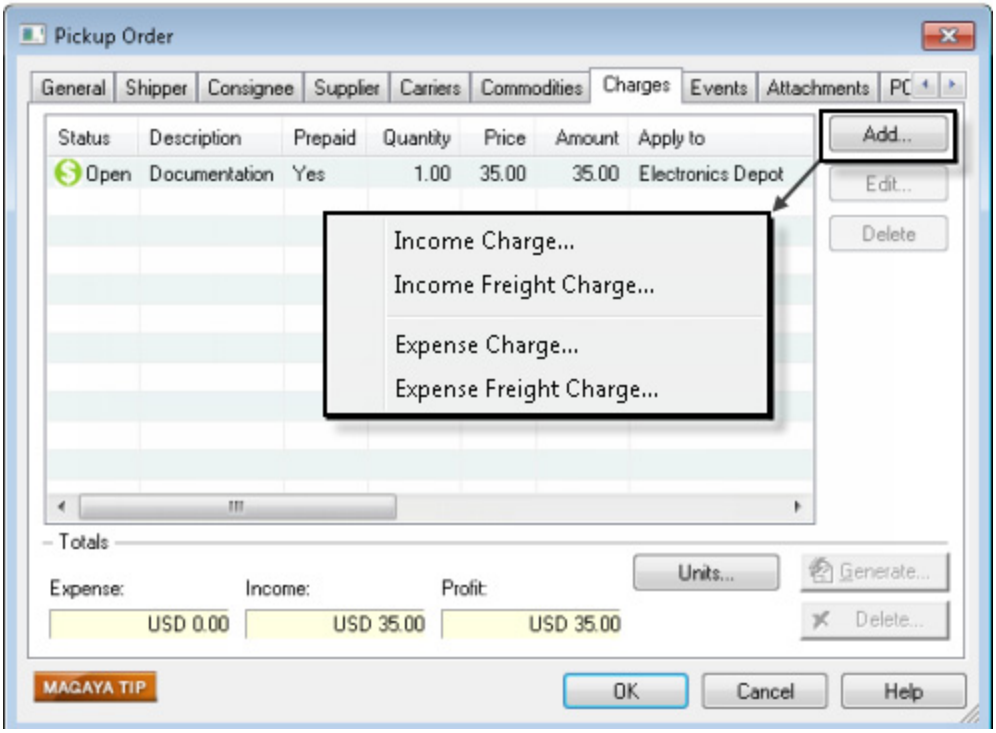
The Refrigerated tab contains fields for the ventilation and temperature set up.

After you have entered the information needed, click the OK button. This returns you to the Pickup Order.

Charges Tab

The charges entered in the Charges tab are integrated into the accounting system in the Magaya Explorer and will appear on invoices, bills, etc.

To add a charge, click the Add button and select a charge type. Remember the "Client to Bill" field on the Consignee tab? If you set that field on the Consignee tab, then that entity will automatically be filled into the Charges dialog box, making it easier to create charges. If you want to change the entity, select another entity from the dropdown list.



Since the mode of transportation is Ground, the Income Freight Charge and the Expense Freight Charge will be Ground. For local deliveries, Inland Freight is often used. If you have rates set up in your Magaya system and automated to appear in Pickup Orders, they will appear on this tab.

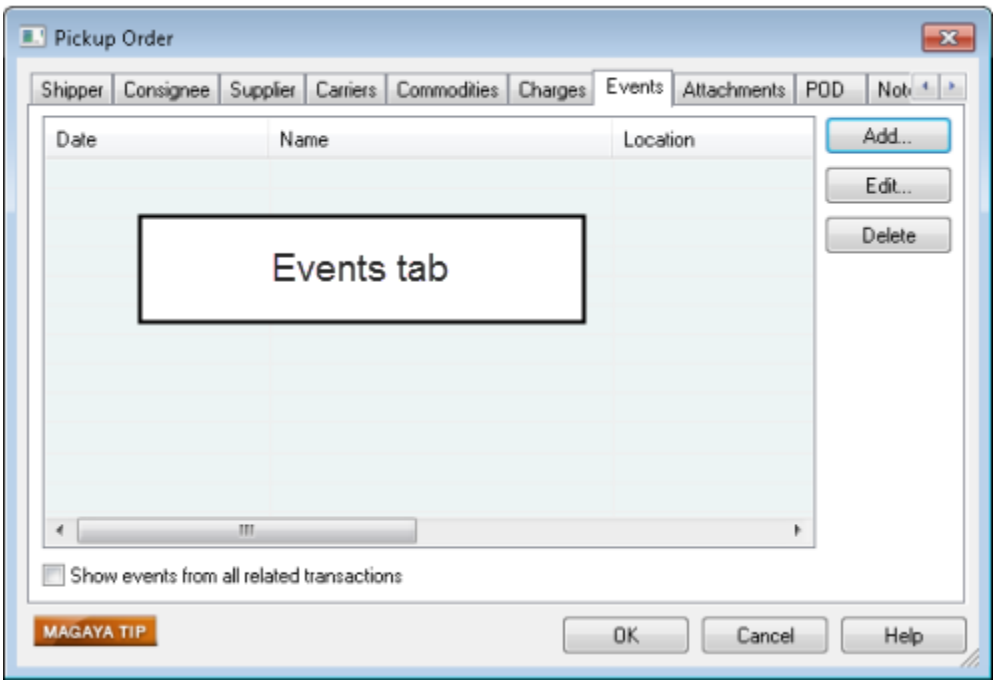
If you want the charges to list in a certain order, right-click to move them up and down and then select "Output charges as displayed." Other options available when you right-click on a charge include the option to recalculate (regnerate) charges if you make changes; then click the "Generate" button again to update the A/R and A/P transactions, if you already made them.

For additional information about the Charges tab, please see the topic "Charges" in the Magaya Knowledgebase:

http://knowledge.magaya.com/?search=charges_tab

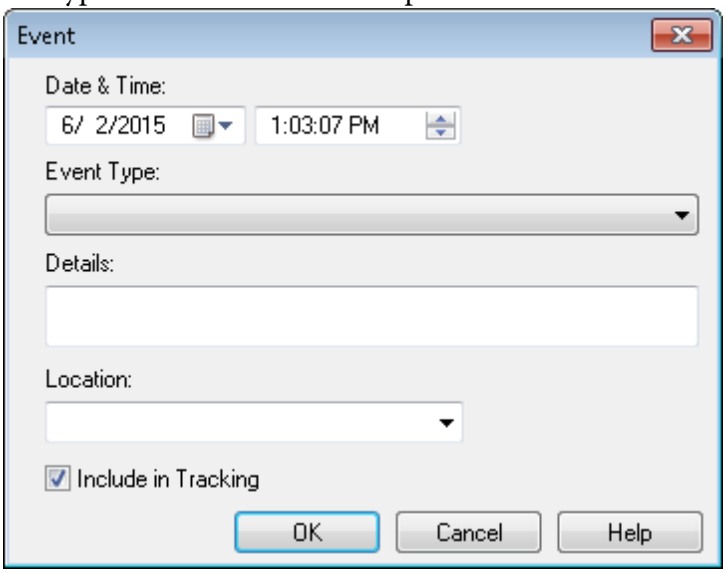
Events Tab

The Events tab is used to list any events related to the Pickup Order. The fields on this tab are optional.



There are many event types to select from, or you can add your own. Click the Add button. A dialog box opens to set the date and time for an event, and to

select from a dropdown menu of choices. If you don't see a choice that fits your needs, you can type the event in the Description field.



The "Location" field includes the ports that are commonly used by your system. These are set in Maintenance > Ports.

The option to display an event online is checked by default. If you do not want your customer or other entity to view the events online in LiveTrack, click in the box to uncheck the option.

Click the OK button to save the event information and return tothe Events tab.

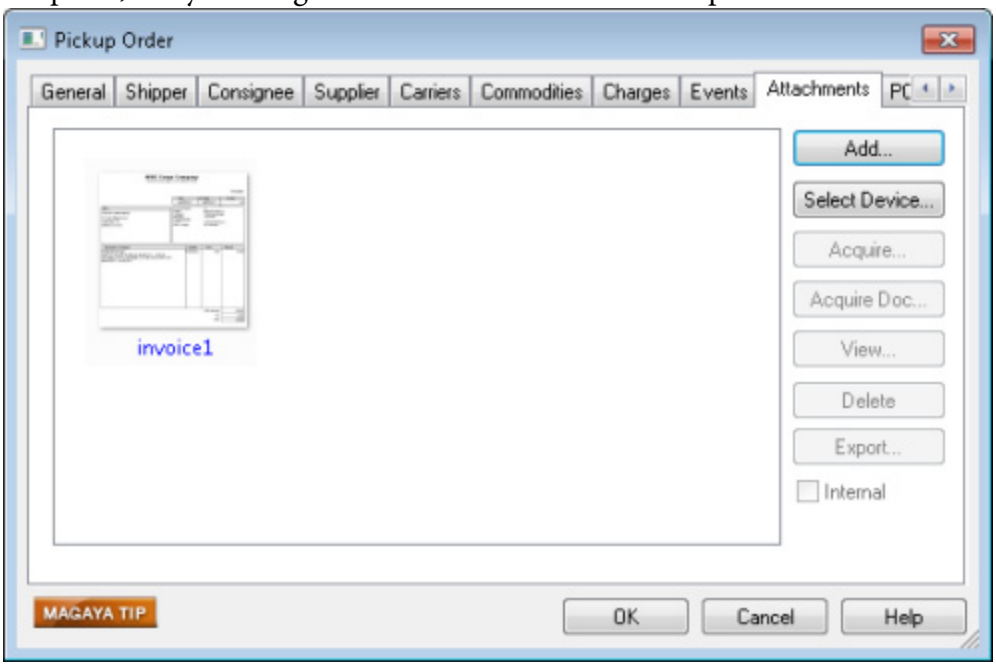
As you work with this transaction, you may want events to display in this transaction. If so, check the box in the Events tab.

For more information on the Events tab and on how to define your own events for use in Pickup Orders and other transactions, see the topic "Events" in the Magaya Knowledgebase:

http://knowledge.magaya.com/?search=events

Attachments Tab

The Attachments tab is used to add any photographs or documents to the Pickup Order. Add by clicking and dragging from another window on your computer, or by clicking the "Add" button. This tab is optional.



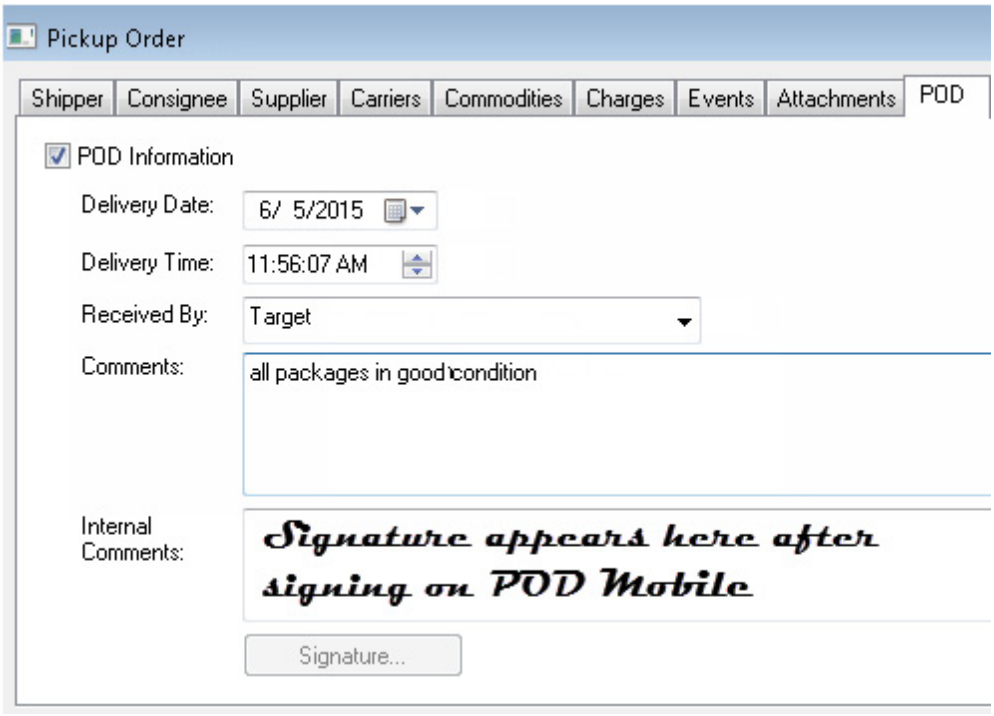
For details on adding attachments, see the topic "Attachments" in the Magaya Knowledgebase:

http://knowledge.magaya.com/?search=attachments

POD Tab

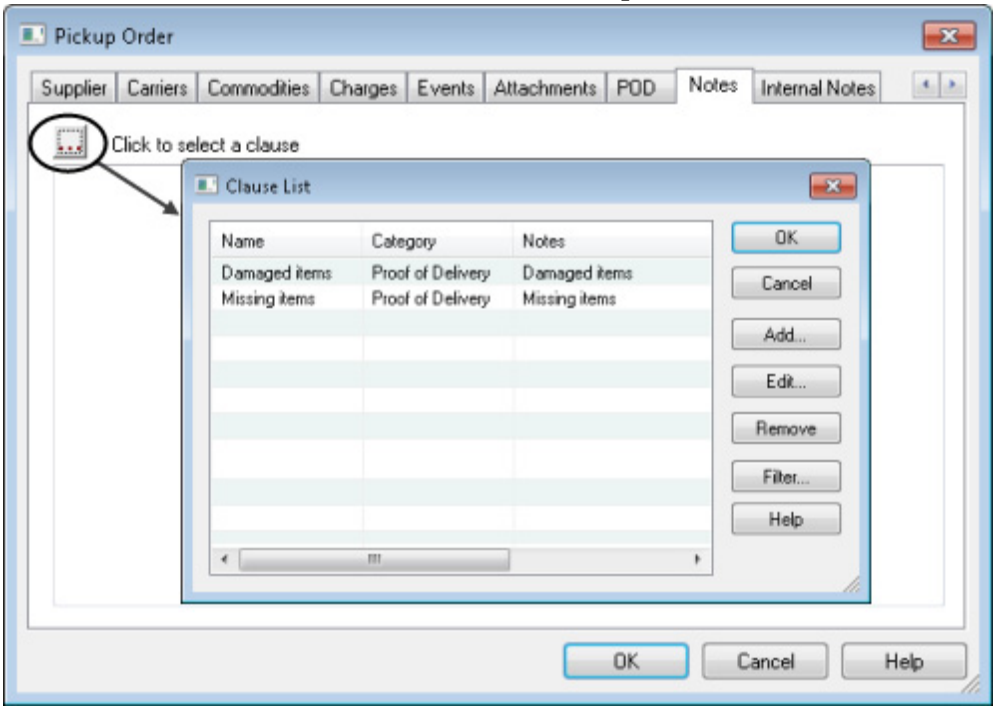
Click on the POD Information checkbox to enable the fields if you want to require a POD: Delivery date and time, who received the delivery, and any

comments. (POD is Proof of Delivery. It is used when the consignee is not your warehouse.)



Notes Tab

The Notes tab is used for adding notes or clauses to your Pickup Order. These notes will be visible to the customer. This tab is optional.

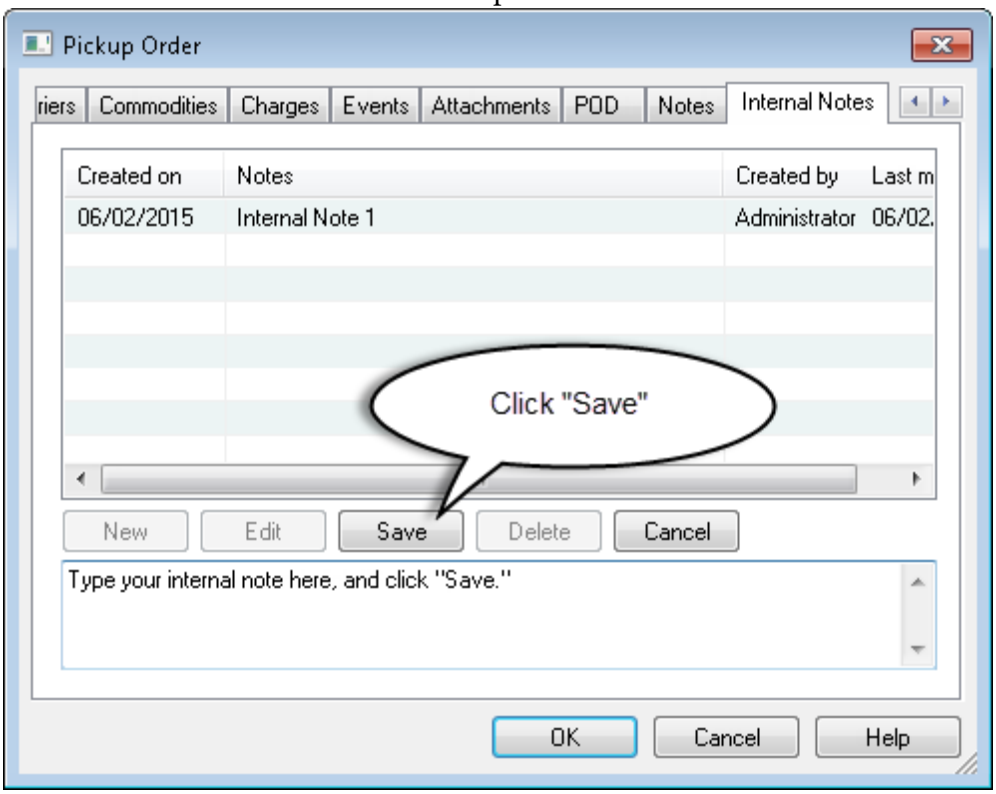


For details on adding Notes, including how to define your own clauses, see the topic “Notes” in the Magaya Knowledgebase:

http://knowledge.magaya.com/?search=notes_and_internal_notes

Internal Notes Tab

The Internal Notes tab is used to add notes for internal use within your company. These not will not appear on the Pickup Order and will not be visible to the customer or carrier. This tab is optional.



To add an internal note, click “New” and type your internal note. Be sure to click “Save” or the note will not be saved!

For details on adding Internal Notes, see the topic section “Notes” in the Magaya Knowledgebase:

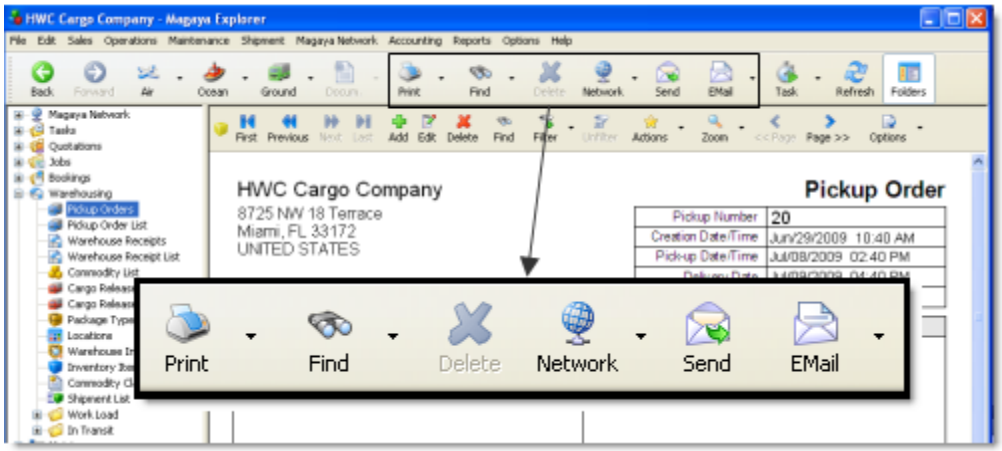
http://knowledge.magaya.com/?search=notes_and_internal_notes

Finish:

Click the OK button on the Pickup Order dialog box when you are finished entering information. The Pickup Order document will be filled in automatically. Verify the information. To make changes, click on the Edit button. Notice the status in the list view and if you open the dialog box again.

What Actions can I Perform with a Pickup Order?

After completing the Pick up Order, you have many options in Magaya software. You can print the pickup order or a label, email the pickup order, make a copy, or other options. This topic covers the options available.



Find: This gives you the option to search by transaction number with the Quick Find feature, or to search by any text in a document. See the section "Find Button" for more.

Send: To send messages within the Magaya Network.

Email: For sending documents or tracking link via email.

For steps to create a Pickup Order, see the following topics in the Magaya Knowledgebase:

http://knowledge.magaya.com/?search=create_pickup_order

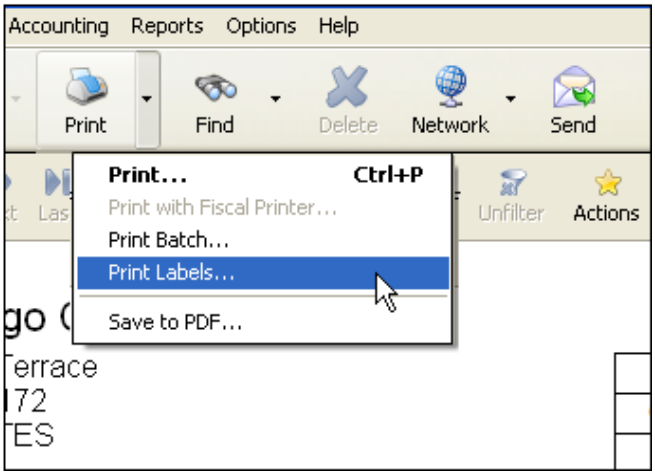
http://knowledge.magaya.com/?search=intro_pickup_orders

Print Labels

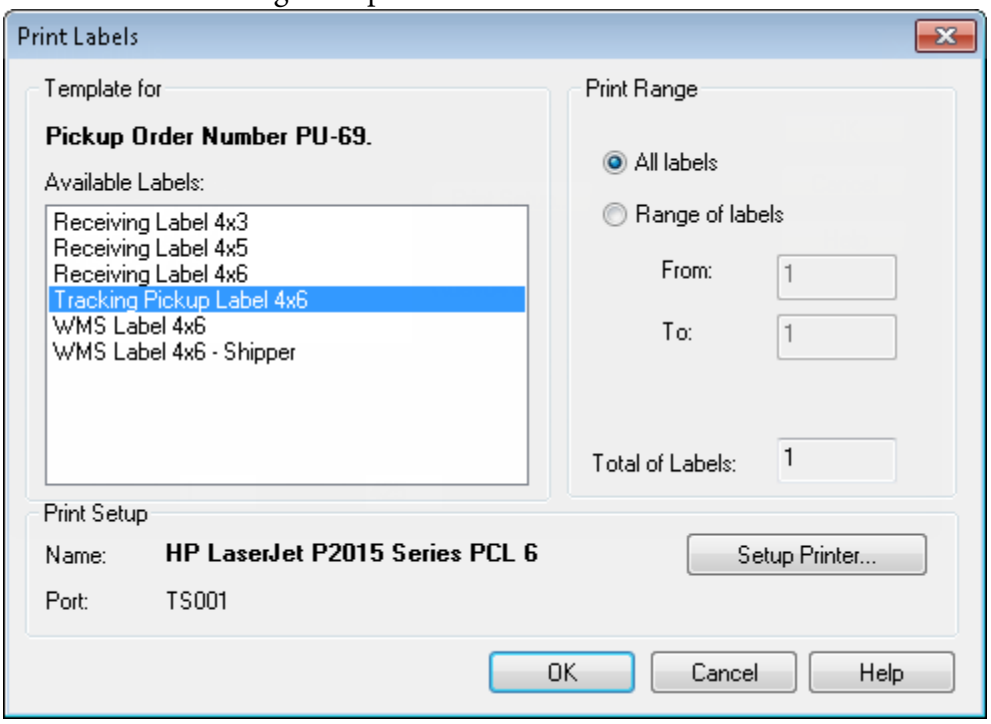
By printingreceiving labels from the Pickup Order, you will not need to print them when a Pickup Order is converted into a Warehouse Receipt and the cargo arrives. This can save time when receiving cargo, but make sure to keep the labels in a safe place until they're needed.

Another label printing option available is for online pickup orders: If a Pickup Order is placed online by your customer, they can print the labels for their items and place the labels on their boxes. You will need to configure your Magaya system to allow end users to print labels. The label they will print is called a "Tracking Pickup Label" 4x6.

Click the arrow on the Print button and select "Print Labels":



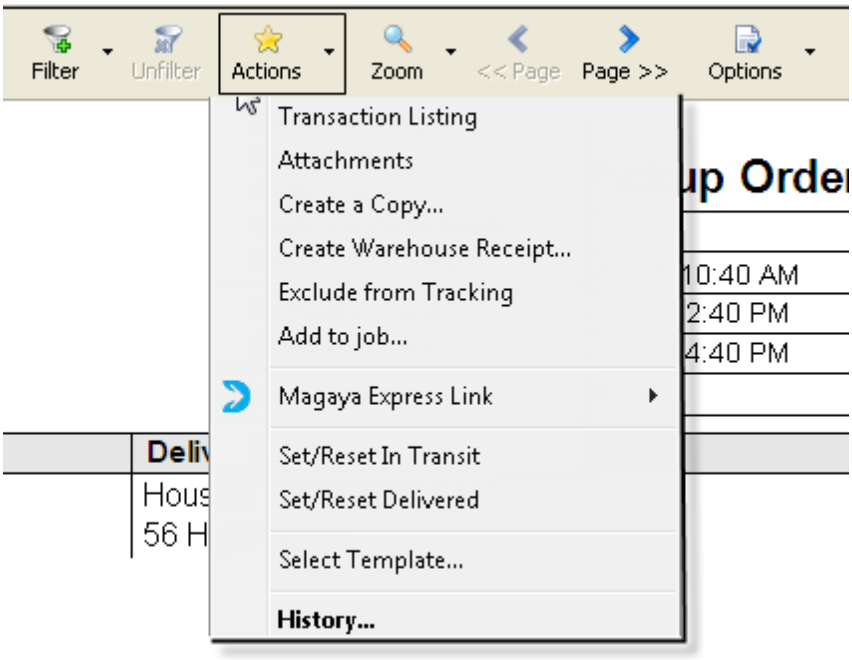
The Print Labels dialog box opens:



- Select the label size and printer setup. *Note*: The Tracking Pickup Label is used for online pickup orders.
- Change the amount of labels to print if needed. The system defaults to printing ALL the labels, as shown in this example.

Other Actions with Pickup Orders:

You can perform the following actions from the Pickup Order document view by using the Actions button:



Note: The "Jobs" option is available in the Magaya Supply Chain Solution.

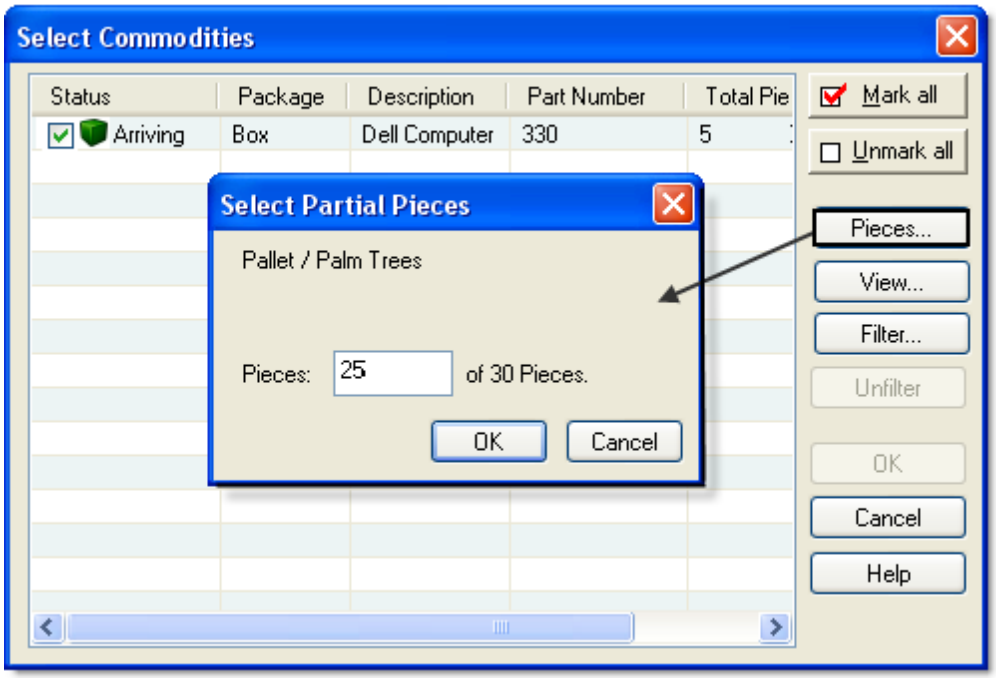
View Transaction Listing: Click on the Actions button and select Transaction Listing. You can filter the list so it only displays the transactions you want to see. For more on what you can do with the transactions list such as generate accounting transactions, see section "Generate Accounting Transactions from Pickup Orders".

Attachments: To view the attachments such as photographs or documents attached to the pickup order, click on the Actions button and select Attachments. If an attachment was added to an individual commodity, view it by clicking on Edit to open the dialog box. Then click on the Commodities tab and open the commodity (cargo item) by selecting it and clicking on the Edit button. (It can also be viewed from the Commodities list in the Warehousing folder.)

Create a Copy: Click to copy the pickup order with all the same information. This is useful if you pickup the same type of cargo from the same location or supplier.

Create Warehouse Receipt: If the cargo has been picked up and brought to the warehouse, you can create a Warehouse Receipt (WR) from the Pickup Order. All the information from the Pickup Order will be transferred automatically to the WR. You can edit information such as package dimensions or weight.

When you create the WR from the Pickup Order, a dialog box of the commodities opens. You can select all the cargo or pieces:



In the dialog box, you can choose the columns by right-clicking on a commodity.

For more information on creating WRs, see the topic "Create a Warehouse Receipt".

To set a cargo as “In Transit”, select the option: Set/Reset In Transit.

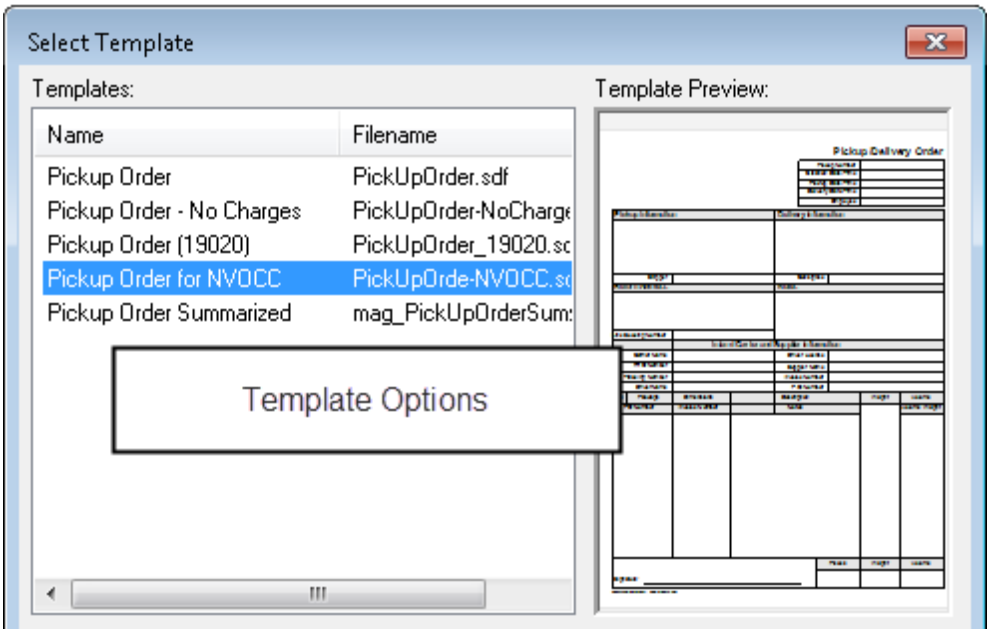
To set a cargo as “Delivered”, select the option: Set/Reset Delivered.

- *Note*: When you set cargo in transit, a checkmark appears next to the option in the list. If you uncheck it, the status of the cargo will return to its previous status: Loaded, In Transit, or Delivered. Refresh the cargo list to see the current status. The status of the cargo is also updated in the Commodities List.

To Exclude from Tracking: To exclude the transaction from tracking (if the transaction is not complete and you do not want it viewed via LiveTrack), select the option: Exclude from Tracking.

Select Template: To choose a different template for the document, select the option: Select Template. For example, there is a template designed for NVOCC operations, a summarized template and more. The NVOCC template includes

space for the return of a container. This is filled in from the Carriers tab, the "Main Carrier" fields.



Another template is available that groups Part Numbers, making it easier to read instead of the PNs in a long list. Select "Pickup Order Summarized." If you don't see a template, check for the latest ones via File > Download Document.

View History: To view the history of the cargo release (such as a Warehouse Receipt or Invoice for this cargo), select the option: History. A dialog box opens, listing all the transactions related to this cargo.

You can view a transaction by selecting it in the History dialog box. The View button opens the dialog box for the transaction. The "Go To" button takes you to the document. To return to the Cargo Release, use the Back button.

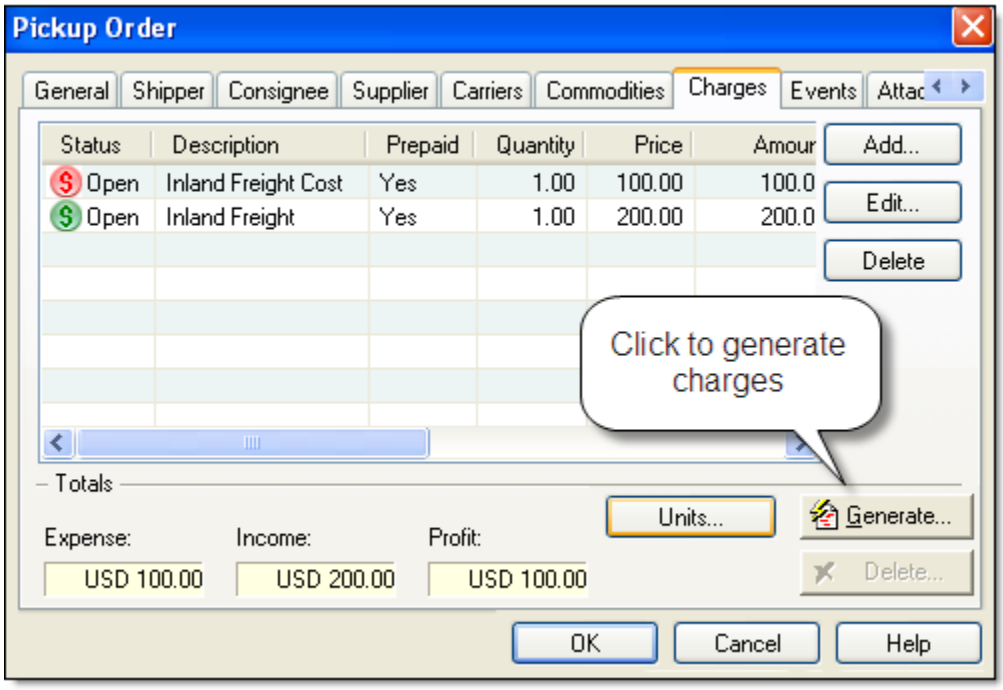
Additional options are available from the Pickup Order List view also. You can also right-click on a Pickup Order in the list to access a pop-up menu of options. For details on working with the list view, see the topic "Working with Document and List Views".

For a video showing you how to create a Pickup Order and convert it into a Warehouse Receipt, see the Learning Center web page on Magaya.com.

Generate Accounting Transactions from Pickup Orders

Magaya Explorer gives you the ability to create accounting transactions such as invoices based on the information entered in a Pickup Order.

For example when charges are entered in the Charges tab, the charges remain "Open" (are not posted to the Accounting system) until you click the Generate button or they are liquidated. Then they are "Posted."

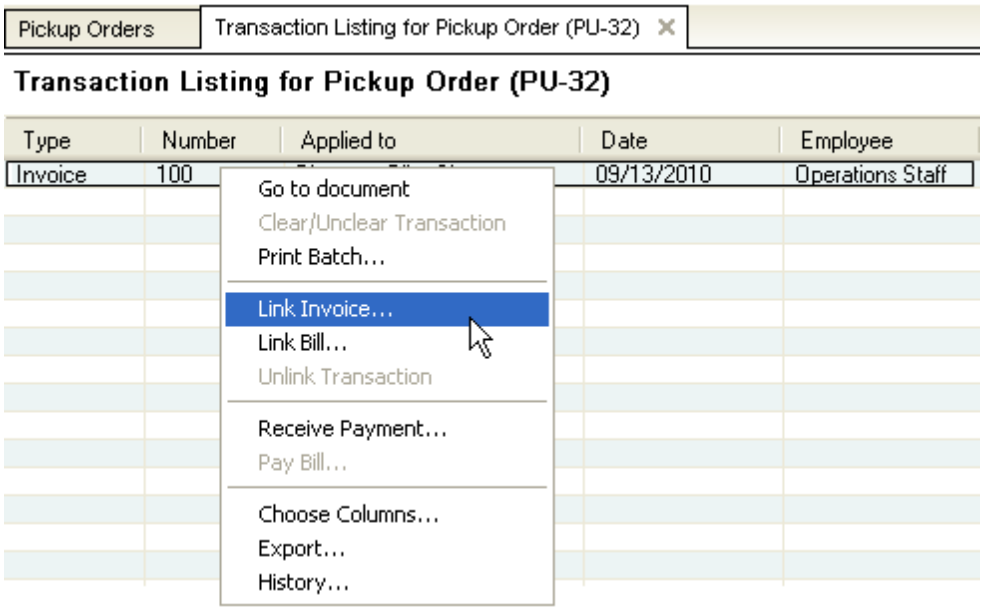


After the charges are generated or liquidated, the system will collect all the charges and group them and create invoices for each customer. The charges that will go to bills are also grouped, and bills are created for each vendor. Then these are posted into the Accounting system.

Note: Accounting charges cannot be generated if a Pickup Order has items used in a Warehouse Receipt or loaded into a shipment.

You can also create accounting transactions from the Pickup Order by listing all the transactions for that release. To do this, follow these steps:

1. Click on the **Actions** button and select **Transaction List**. The Transaction List opens.



2. In the Transactions List, click the Actions button and select an option: Link Bill, Link Invoice, Receive Payment, or Pay Bill. Enter the information needed in the dialog box. See more details below. (These transactions will be Posted immediately unlike the charges entered in the Charges tab.)

When you are in the Transaction Listing, you can create the following accounting transactions directly from a Pickup Order by using the **Add** button at the bottom of the list:

- **Invoice**: You can create an invoice for the Pickup Order. (You can also create accounting transactions when you are in the Pickup Order dialog box by using the Generate button on the Charges tab.) An example of the options for creating accounting transactions is the ability to add inland freight charges to a Pickup Order by using the Transaction Listing Add button instead of the Charges tab in the Pickup Order.

  Make any edits to the transaction if needed. You can view the Pickup Order dialog box or go to the document. (The screen is similar for Credit Memos, Bills, and Credits.)

- **Credit Memo**: Use this option if you need to issue a credit or a refund to a customer.

- **Bill**: Add a bill of what you need to pay.

- **Credit**: Use this option if you overpaid a vendor and they give you a credit.

The Actions button for the Transactions List has the option to link the transaction to a bill or to an invoice or to a Pickup Order. You can also unlink it. If you

created a bill or other accounting transaction separate from the Pickup Order, you can link it this way.

You can also receive the payment or pay the bill from the Actions button.

Additional Options:

You can send your customers' invoices to an **online payment system**, and the customer can pay it via credit card or bank check. For details, see Chapter 9 of the *Magaya Software Communications Manual*.

Customers can also **place Pickup Orders online** and print their own box labels with all the item details linked to the bar code. For details, see the *Magaya Software Communications Manual*.

Chapter 9: Cargo Releases

Introduction to Cargo Releases

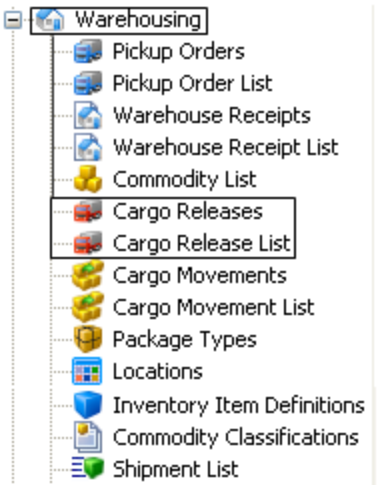
A Cargo Release is the document used for "in and outs" for local deliveries. A Cargo Release can also be created when a customer sends their own transportation to pick up the cargo.

A Cargo Release identifies the carrier, charges for the service, and a description of the cargo. If you transport goods across an international border by truck, use the Ground Shipment wizard for extra features such as Customs documents.

When to create a Cargo Release or create a Shipment:

If the cargo you are moving out of the warehouse requires extra documentation (such as a Bill of Lading or a Cargo Manifest), or if the cargo will be consolidated, then use the shipment feature in Magaya Explorer instead of creating a Cargo Release.

Cargo Releases are located under the Warehousing folder:



Release Cargo: Create a Cargo Release

The following steps explain how to create a Cargo Release using the wizard, which creates the Cargo Release document for you. While working in the wizard, you can move back to a previous screen as needed. After completing the wizard, all the information you entered is saved and filled into the document. Then you can edit it, add other charges, print it, email it, etc.

Start:

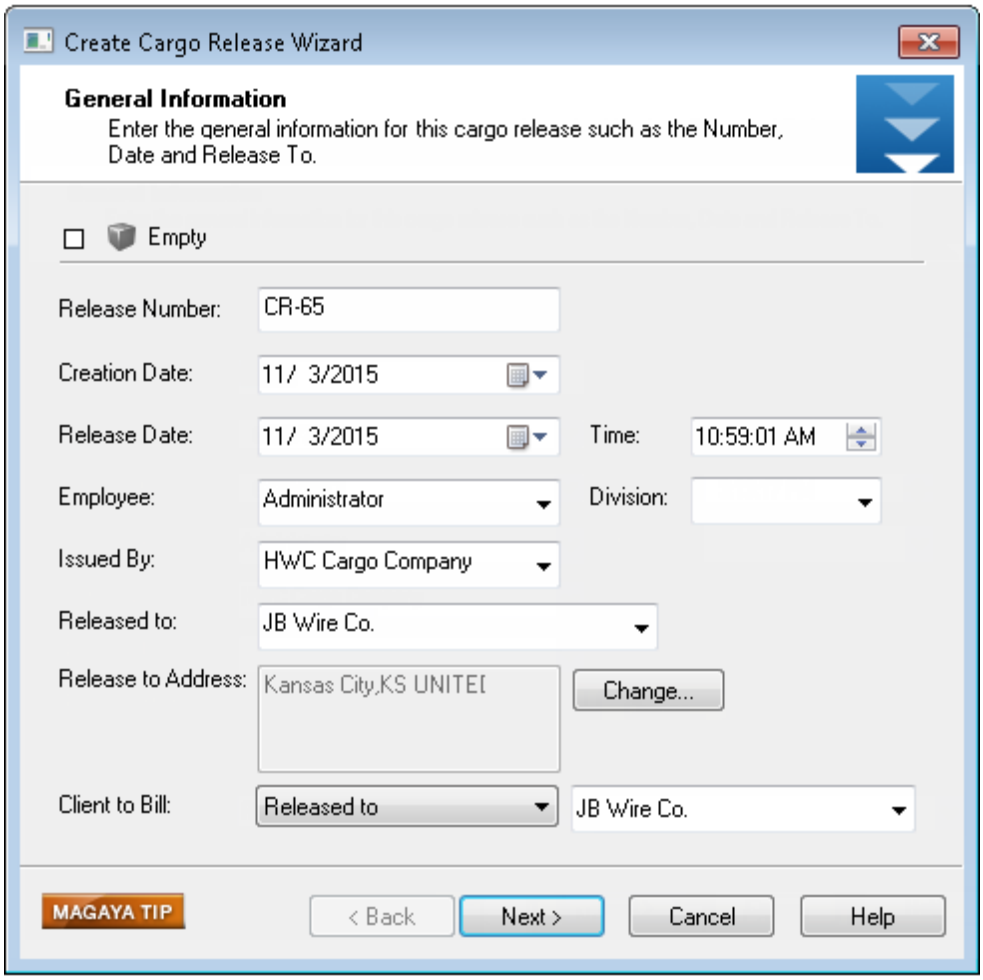
Click the "Add" button. A wizard opens. The first screen in the wizard is for entering General information to create the Cargo Release (CR) document.

Let's look at the fields on the General screen.

General Information

The following fields are filled in automatically: the release number, time, date, employee, and issued by (your company is the default).

The “Released to” field is for the ultimate consignee.

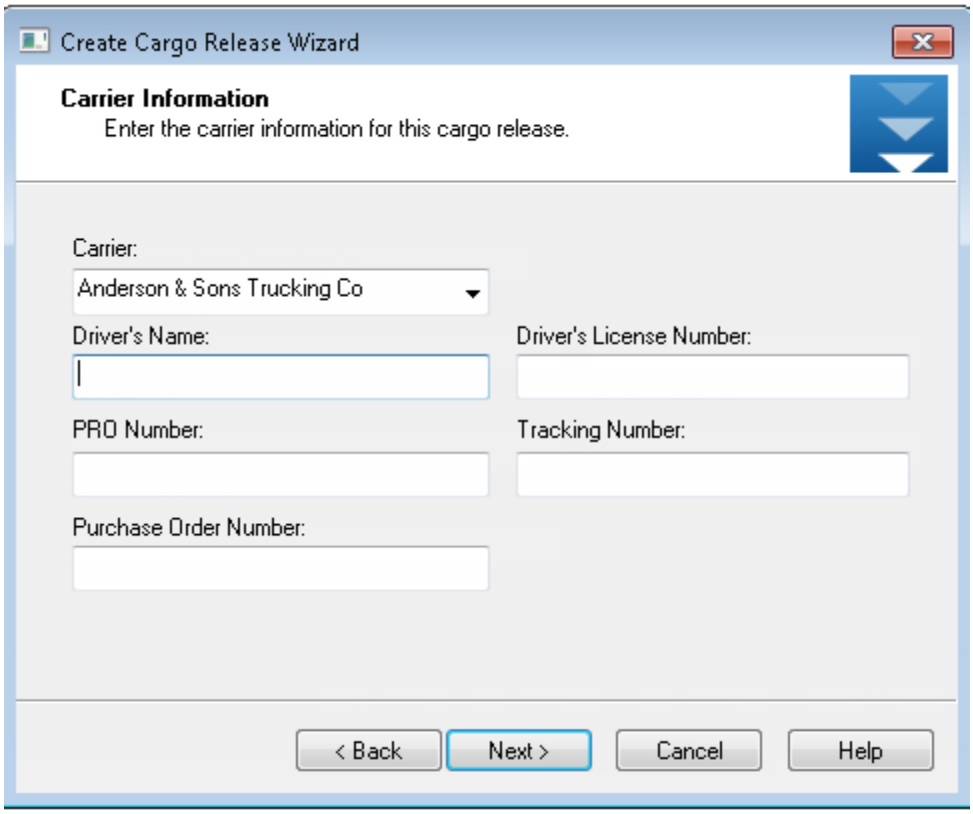


The wizard walks you through entering basic information to release cargo or other items. It does not have a screen for entering charges; that is done after the wizard. Details about charges are explained in the section “Charges Tab.”

The “Client to Bill” can be the same as the “Released to” entity, or another entity. The entity selected for the “Client to Bill” field will be used when the charges are generated.

Carrier Information

Click the dropdown list to select the carrier who is taking the cargo out of the warehouse.



Fill in the other fields as needed:

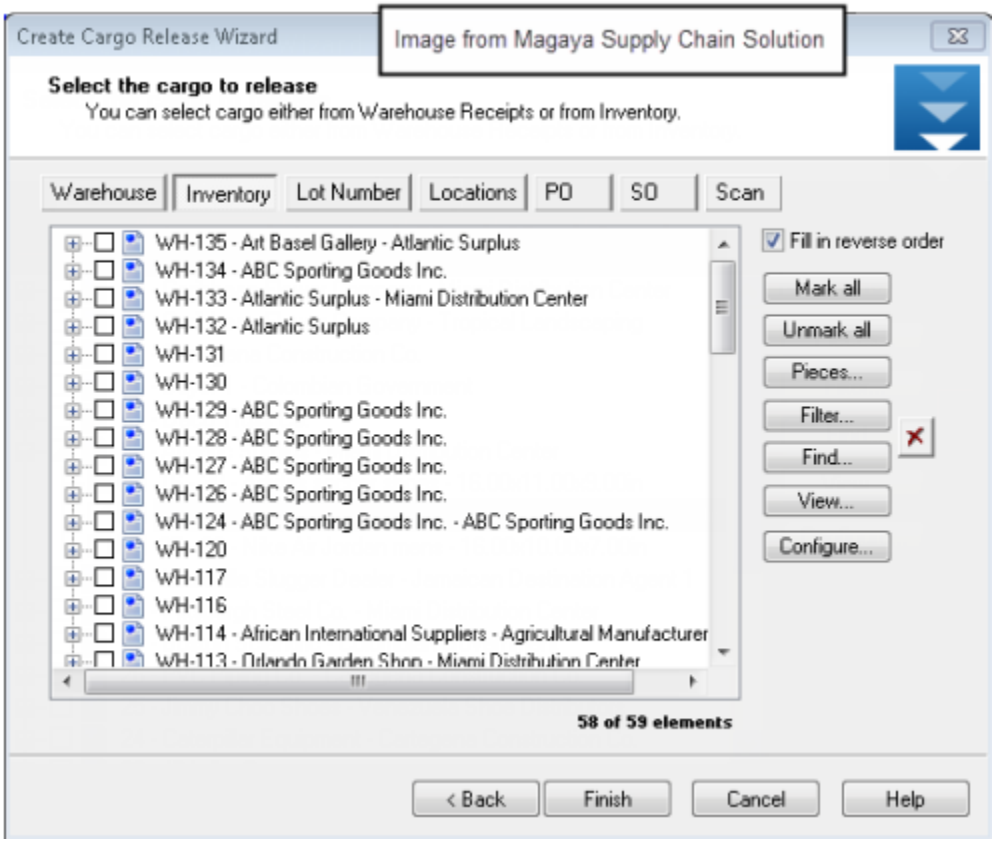
- Driver's name and driver license number
- PRO Number: The PRO Number is a "Progressive number", a sequential number, used by transportation companies to identify and track freight bills.
- Purchase Order number

Note: After finishing the wizard, the carrier information enter here will be saved on the "Inland Carrier" tab and in the CR document.

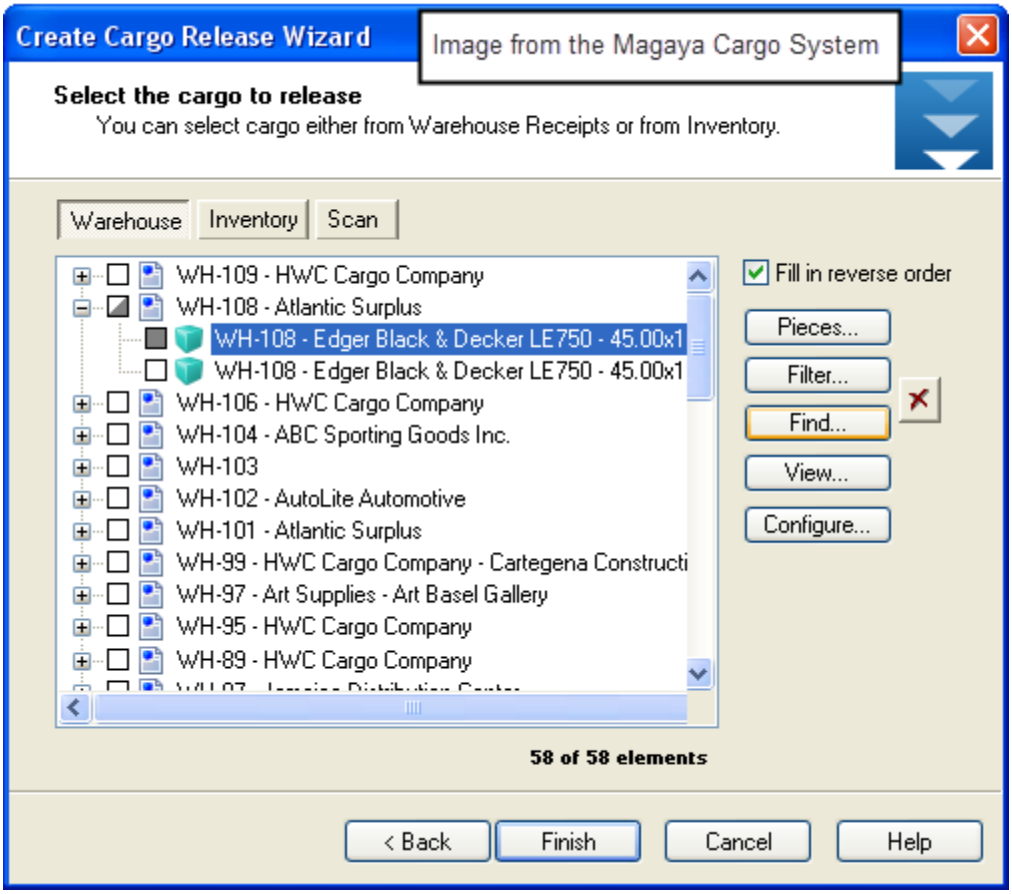
Select the Cargo to Release

The next screen shows the cargo items and/or commodities that can be released. A total is displayed on the bottom of the screen.

The buttons across the top of the screen are lists of items such as those in the warehouse, by inventory, or by location.



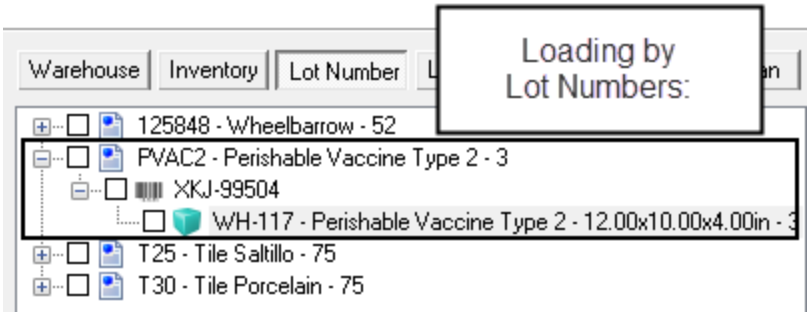
The following image is from the Magaya Cargo System:



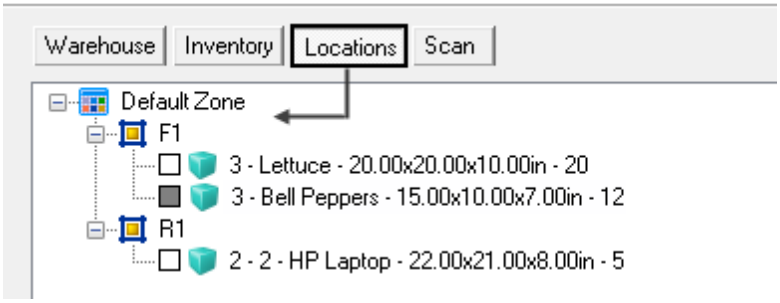
Let's look at each of the options to release cargo:

- Click the "**Warehouse**" option if you want to ship out cargo as you received it (by Warehouse Receipt). To select all the WRs, filter the list and click the "Mark All" button. All items are availabe to be selected except those in Pending Tasks or On Hold.
- Click the "**Inventory**" option if you are shipping by part numbers. To select all the items under one part number, select the PN and click "Mark All."

- The option to load by "**Lot Numbers**" is available in the Magaya Supply Chain Solution and Magaya WMS. It can only be used for items that are On Hand.

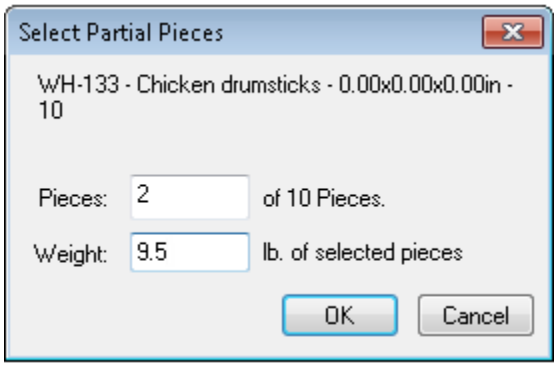

Loading by Lot Numbers:
Warehouse
Inventory
Lot Number
125848 - Wheelbarrow - 52
PVAC2 - Perishable Vaccine Type 2 - 3
XKJ-99504
WH-117 - Perishable Vaccine Type 2 - 12.00x10.00x4.00in - 3
T25 - Tile Saltillo - 75
T30 - Tile Porcelain - 75

- Click "**Locations**" to load cargo from locations in the warehouse (WMS only). To select all the items in one location, select the location and click "Mark All." All items in that Location are available to be selected except those in Pending Tasks or On Hold.



- Click the "**Scan**" option if using a scanner to scan the bar codes on the packages. (Note: The bar codes are the ones created when you received the cargo and printed labels. The scanner enters the bar code numbers into the Cargo Release. To use this option, your system must have the Magaya Bar Code plug-in activated.) You can also scan by external tracking number when loading the CR.
- If you want to create a partial shipment of the cargo, select the item in the list and click on the **Pieces** button. Enter the number of pieces. Part of the box next to the item will be shaded, indicating that part of the inventory was released not all of it. To include all the cargo in a release, click on the box next to the item. The full box will be shaded.

- If an item is defined as having variable weight, the system will ask for the number of pieces and total weight of those pieces.



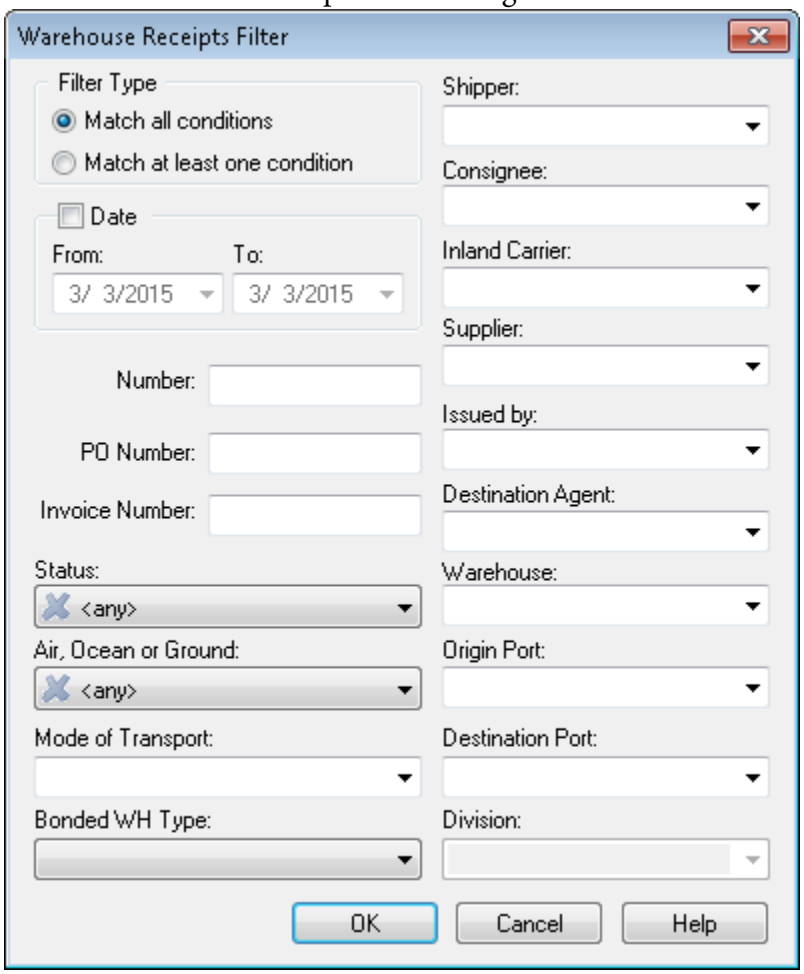
  The total weight and piece quantity will be updated in the Inventory Item Definition list, shown by the column "Total On Hand Weight." The WR and the storage fee will also be updated. This is useful for items such as perishables that vary in weight per package.

Other buttons on the screen help you work with the screen:

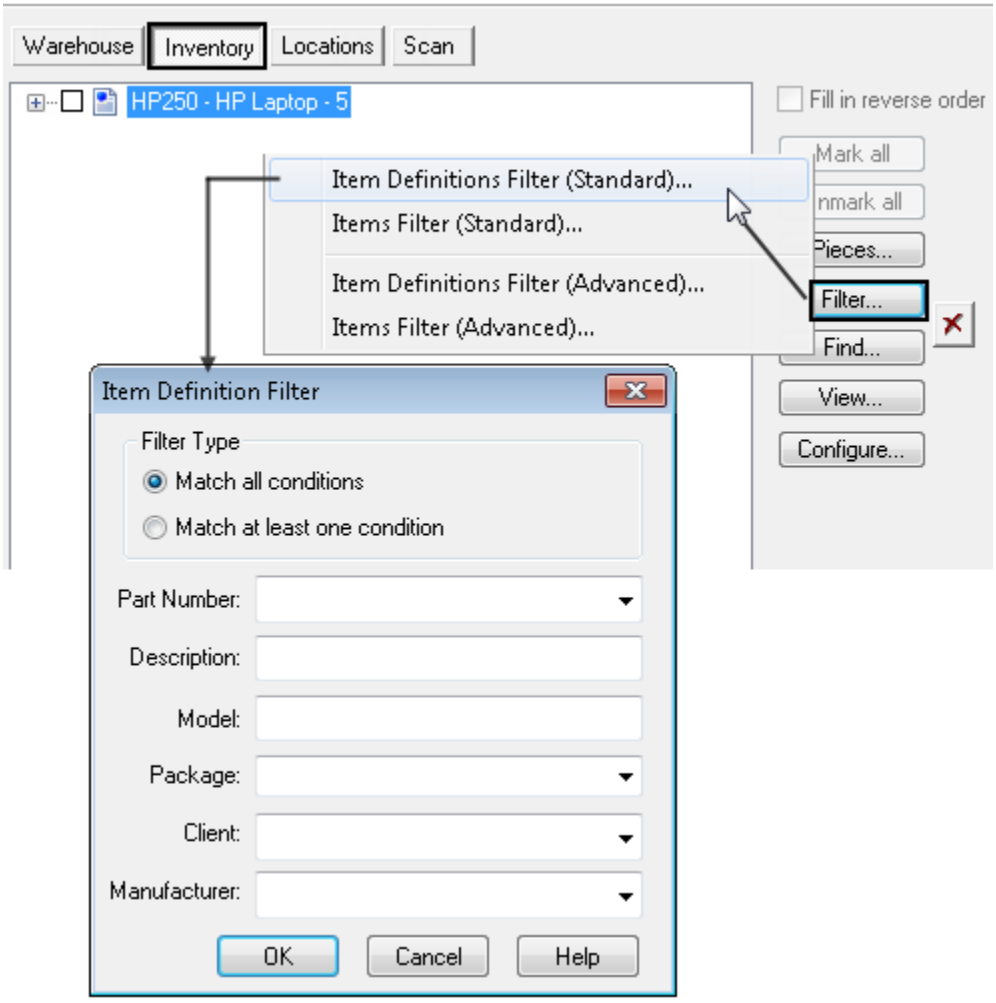
- Check the "Fill in Reverse Order" button to see the inventory list with the most recently received items at the top of the list.
- "Mark All" will checkmark all the items in the view.
- "Unmark All" unchecks all the checkmarked items.
- "Pieces" is explained above
- "Filter" works similarly to any Filter button in Magaya software with Standard and Advanced options. The filter you see differs when viewing the list of warehouse receipts, locations or inventory. This section explains the filters for the Cargo Release wizard. For more details, especially on the

Advanced Filter, see the section "The Filter Button" in the topic "Working with Document and List Views."

When viewing the list of Warehouse Receipts, the Filter button (Standard) opens the Warehouse Receipts filter dialog box.

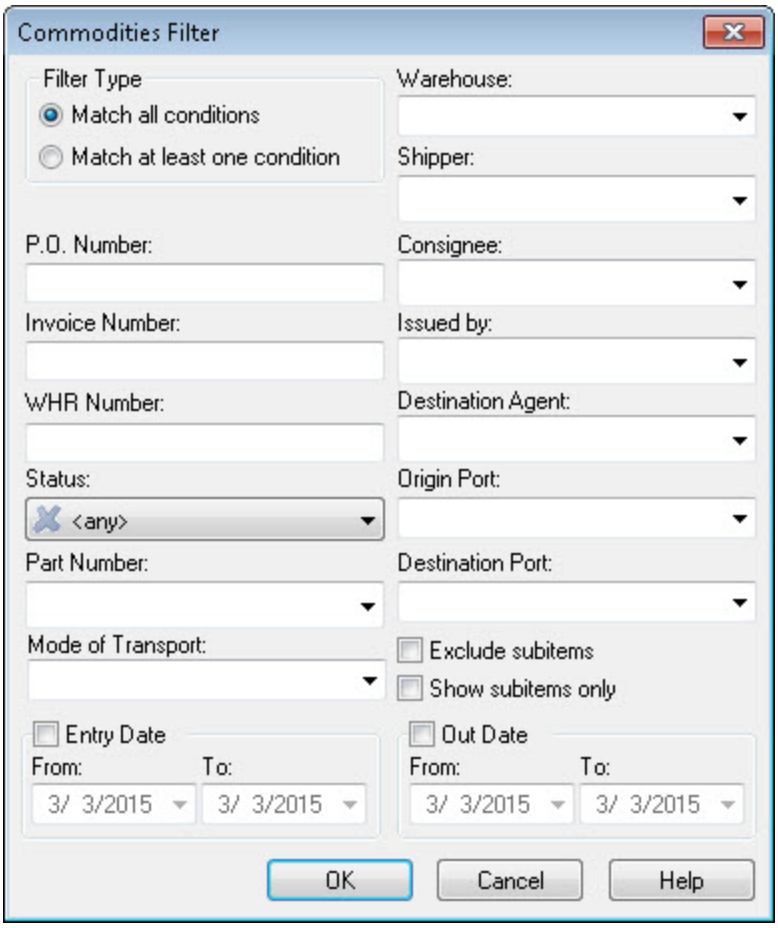


Inventory filters by the Item Definitions or the Items.



The “Items Filter” opens the Commodities filter dialog box with many

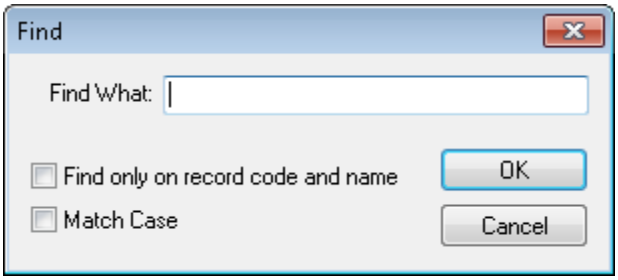
options:



When viewing the Locations shows the Commodities filter, and the Warehouse Receipts filter open when viewing the WRs. After setting a filter, the list will show only those items you selected in the filter. This is useful to narrow down long lists.

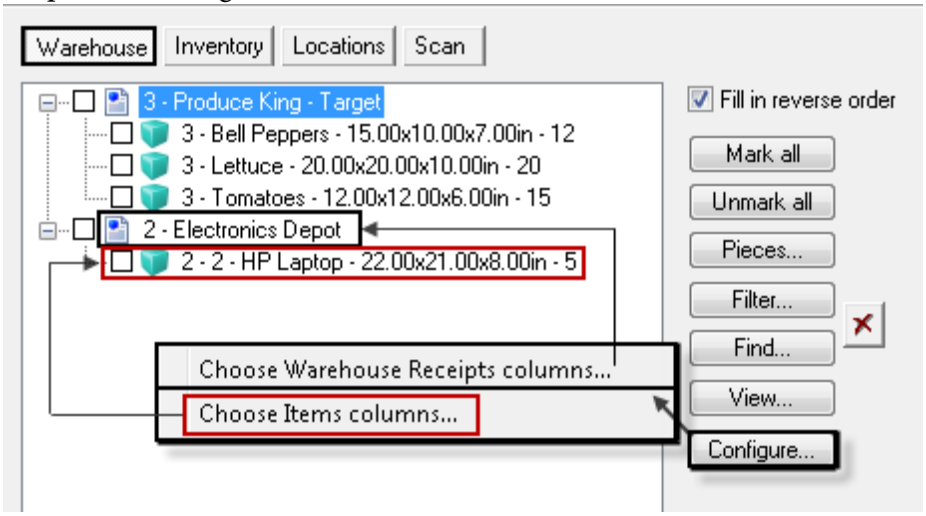
After you finish using the filtered list, you can clear the filter by clicking the red X button.

- "Find" - To search for inventory, click the Find button and select to search by number or text.

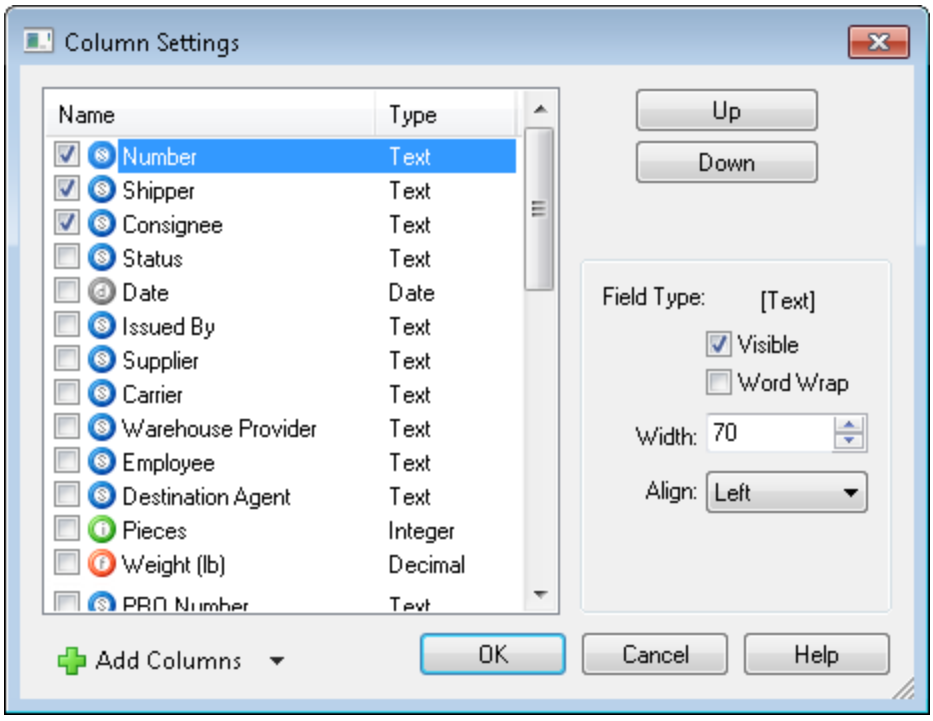


- "View" - Click to view any item you select, the location definition, or the Inventory Item Definition dialog box.

- "Configure" - Click to change the columns shown for the WRs, the items, or per location. If viewing the WRs, the Configure button gives you the option to change the columns for the WR or the item.



A dialog box of Column Settings opens. The columns shown depend on the list you view. Explore the options to configure the view to your preferences.



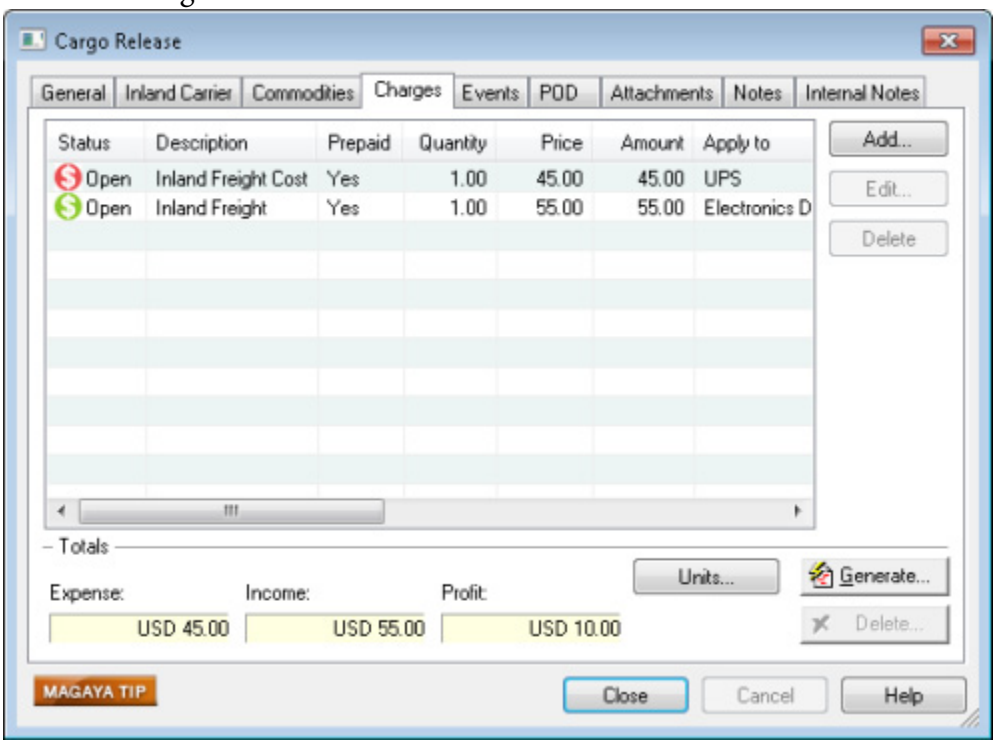
Note: If your system is configured to prevent loading items that are in a Receiving location, then you cannot load them in a release.

Click the "**Finish**" button. The wizard creates the CR document for you automatically. The inventory records in your Magaya database are updated according to the items you just released. You can print or email the release as needed. You can also print labels.

If a commodity has an expiration date entered, the date will appear in the Cargo Release document (default template).

Charges Tab

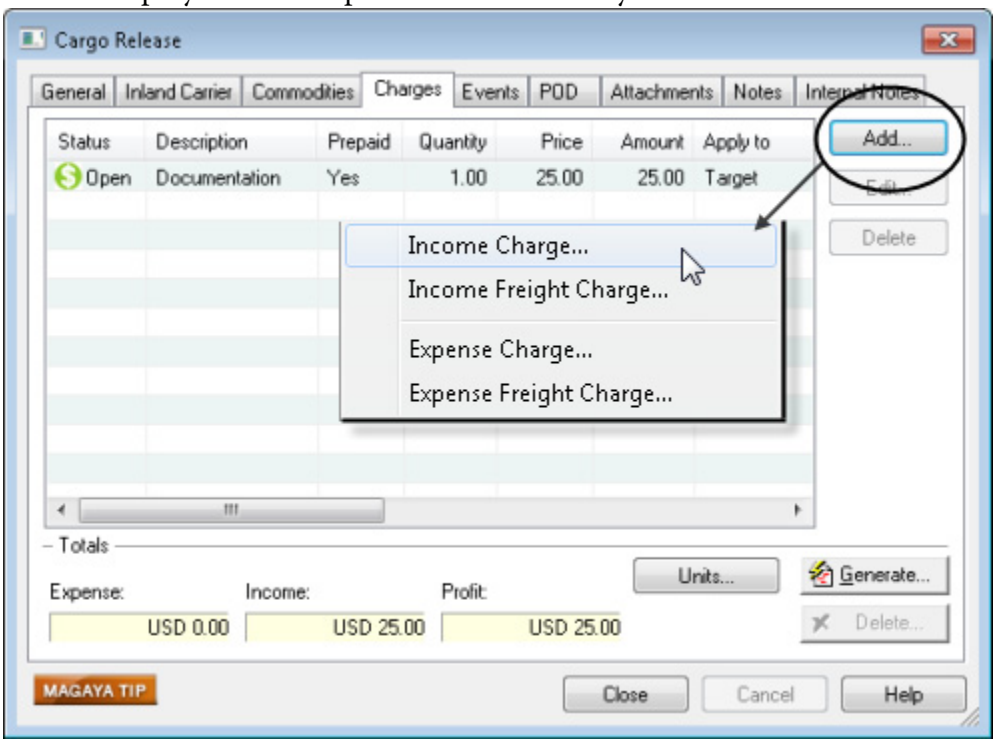
To add charges to a Cargo Release, go to the Charges tab, and click the "Add" button. Select from the pop-up menu: income or expense for general items or services or freight-related.



Income: Use this to charge for documentation, any crating fees, storage, or other fees not related to transportation.

Income Freight Charge: Use this to select the transporation charges, the freight service class and who to apply it to. If you have rates saved in your system, you can select them here for that entity. You can choose to set it to Prepaid or Collect. Decide if you want the charge to show in documents. Do you want this

rate to be updated automatically if changes are made to your system by you or another employee who has permissions to modify rates?



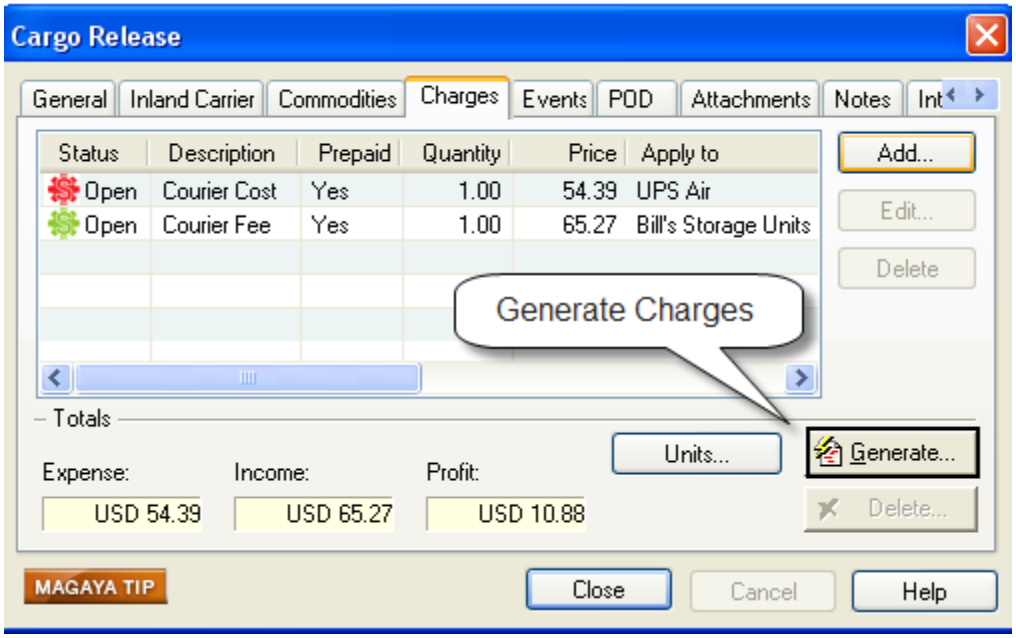
Expenses: Expenses include handling charges and other charges that are not freight related.

Expense Freight Charge: For transportation costs.

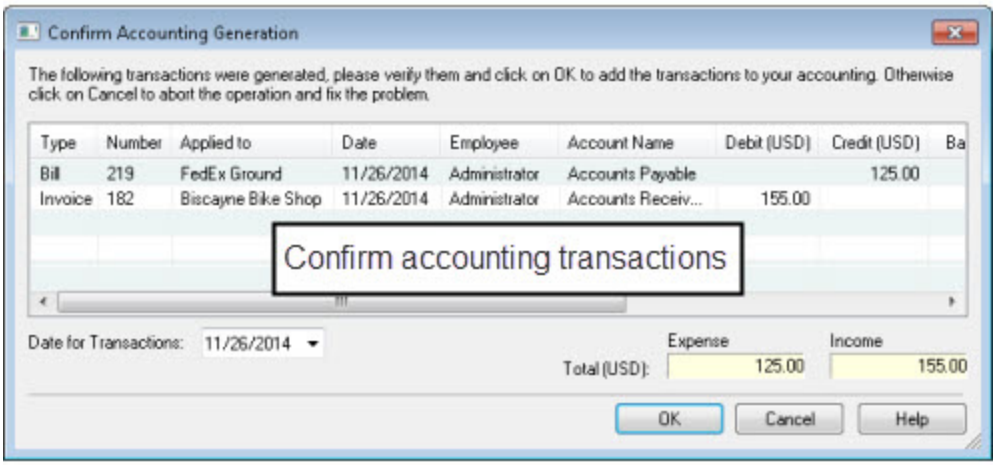
The Charges tab also includes a button to enable you to change the units for this transaction such as inches or centimeters, etc.

A detailed discussion of charges is covered in the topic “Charges.”

To generate charges, click the “Generate” button.



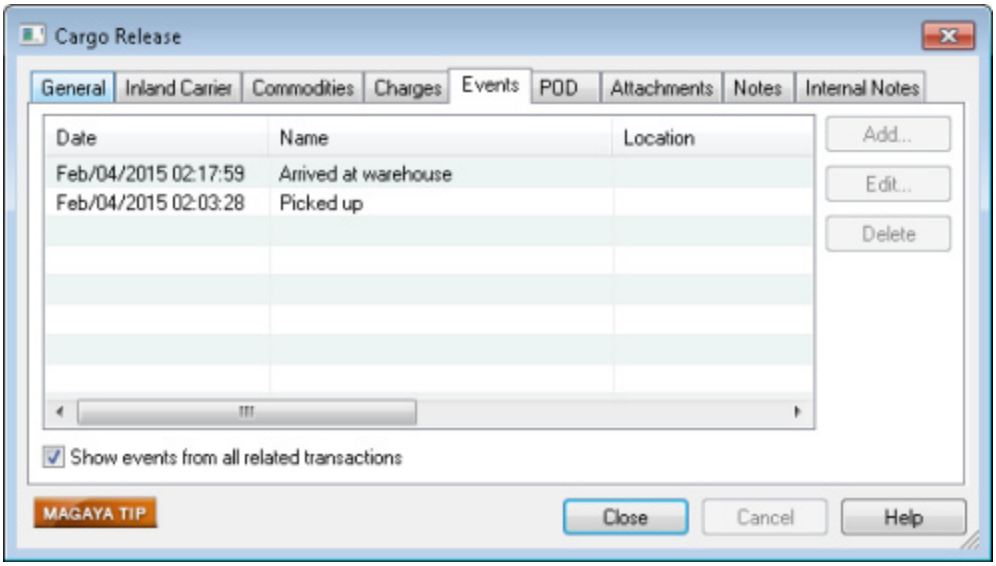
The system asks you to confirm the charges.



The topic "Generate Accounting Transactions from a Cargo Release" covers this process in detail.

Events Tab

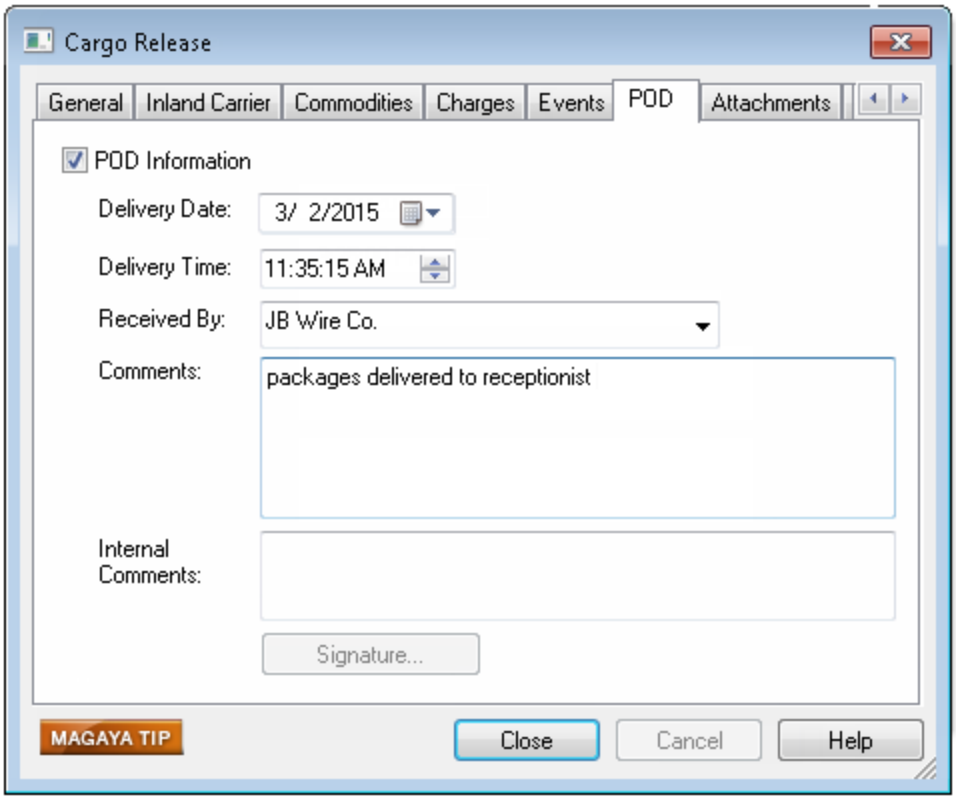
To view all events related to this transaction, click in the checkbox at the bottom of the screen. Add or edit events as needed.



Details for entering new events are covered in the topic “Events.”

POD Tab

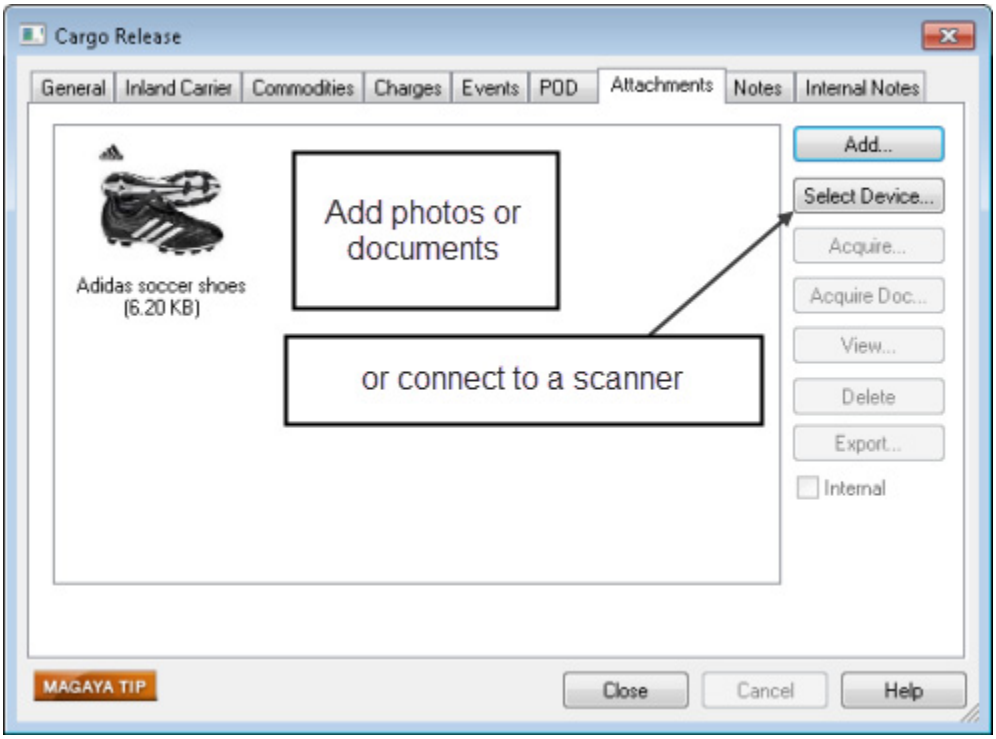
To require a Proof of Delivery, click the POD tab. This tab is optional.



Click on the checkbox to enable the fields if you want to require a POD. Set the delivery date and time, select the name of the recipient (final consignee), and add any comments as needed. The "Signature" button is activated if you have Magaya POD Mobile active for your Magaya account. If so, the electronic signature of the final consignee will be saved here.

Attachments Tab

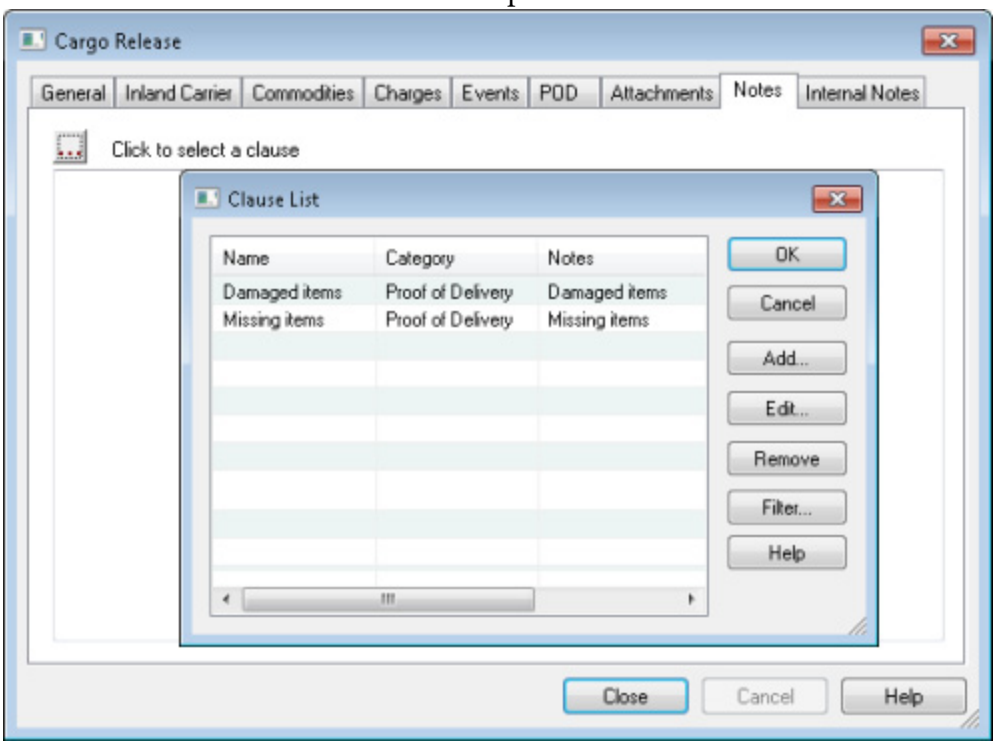
To attach a photograph of the cargo or attach a copy of a document, use the Attachments tab.



Full details are covered in the topic “Attachments.”

Notes Tab

Click the button with the three dots to open the “Clauses” list.

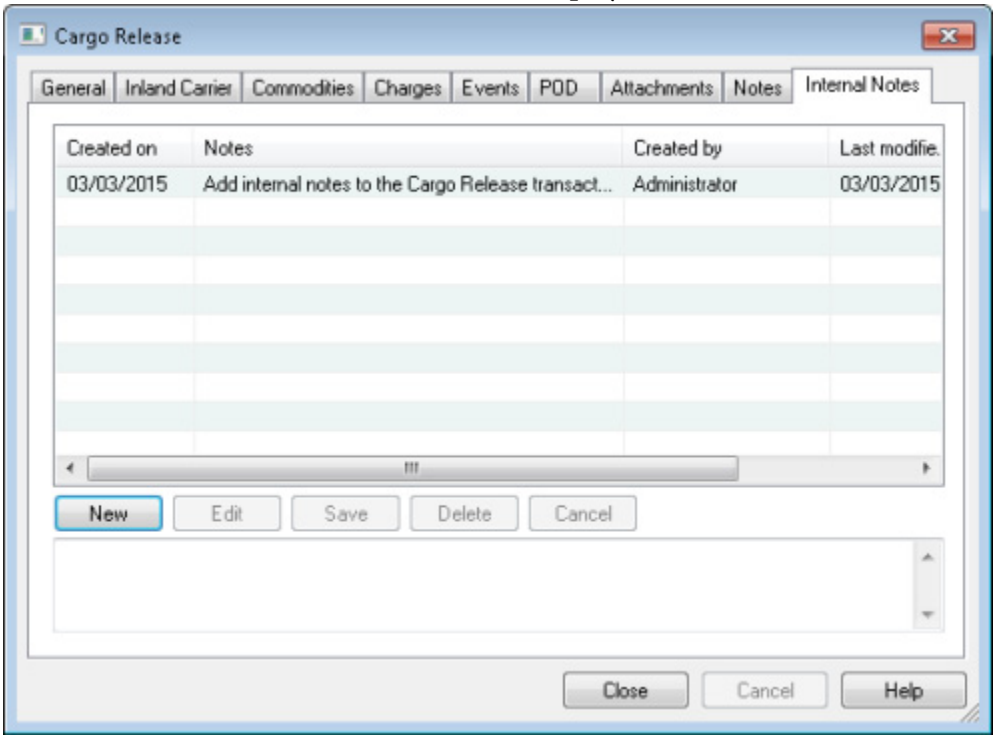


Select the clause needed. These notes are included on documents and can be viewed by customers or other entity.

Full details are covered in the topic “Notes and Internal Notes.”

Internal Notes Tab

The Internal Notes tab is for notes within your company. Customers will not view these, and the internal notes will not display on documents.



Full details are covered in the topic "Notes and Internal Notes."

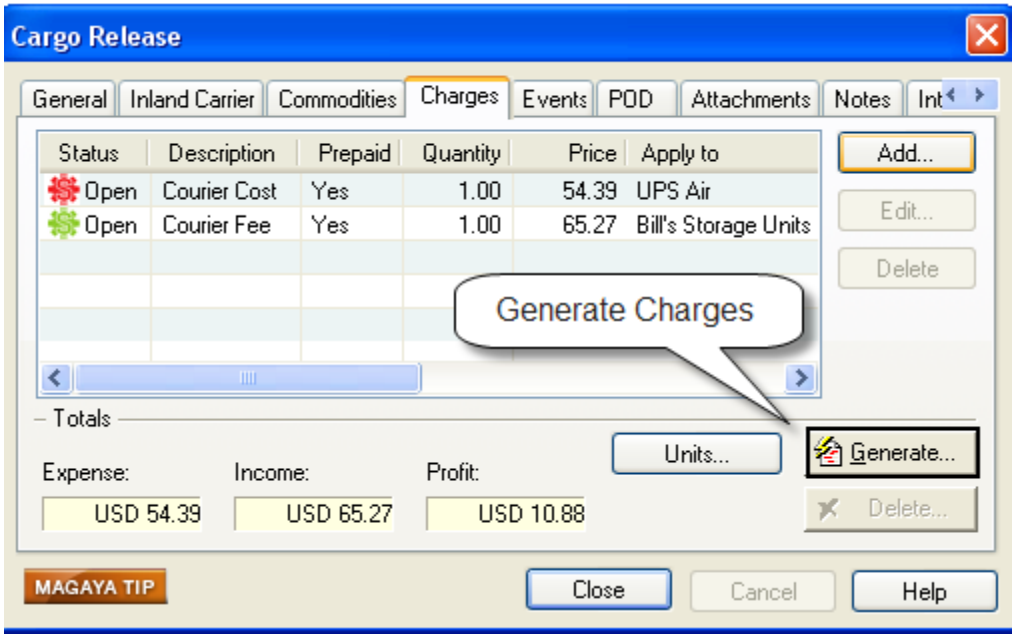
What Actions can I Perform with a Cargo Release?

This topic will explain how to generate accounting transactions and other actions that can be performed from a Cargo Release.

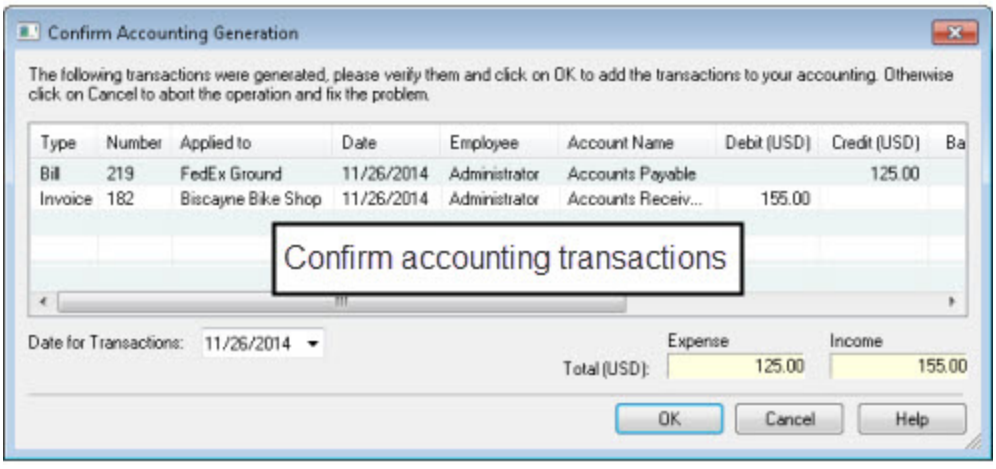
Generate Accounting Transactions from a Cargo Release

Magaya Explorer gives you the ability to create accounting transactions such as invoices based on the information entered in operations transactions such as Cargo Releases.

Magaya Explorer links the transactions and transfers the information from one transaction to another. For example when charges are entered in the Charges tab, the charges remain "Open" (are not posted to the Accounting system) until you click the "Generate" button or they are liquidated. Then they are "Posted."



When you click the "Generate" button, a confirmation screen opens, showing the generated charges and group them and create invoices for each customer. The charges that will go to bills are also grouped and bills are created for each vendor. Then these are posted into the Accounting system automatically for you.



You can also create accounting transactions from the Cargo Release by listing all the transactions for that release. To do this, follow these steps:

Option: If you need to change the currency to one from a previous date, change the transaction date (permission and role is needed for user).

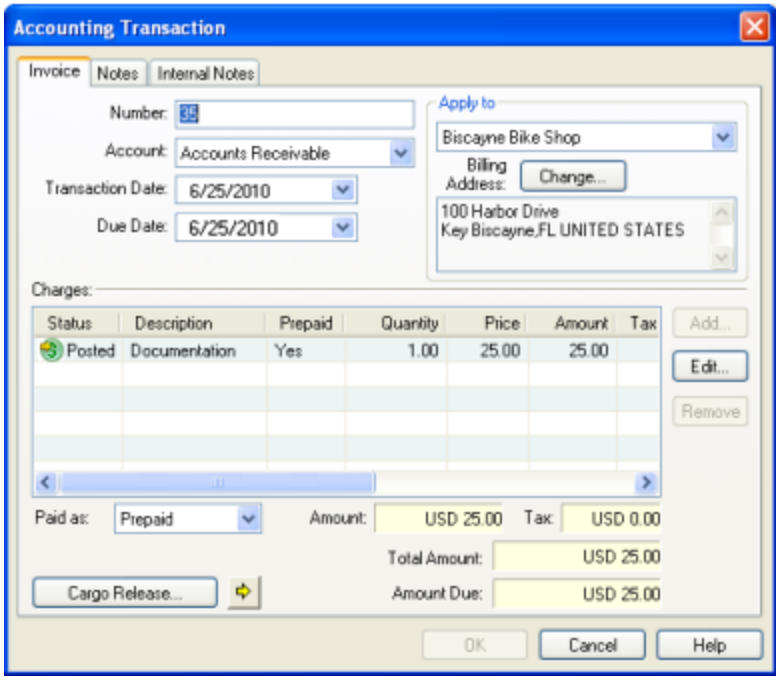
1) Click the Actions button and select Transaction List. The Transaction List opens.

2) Click the Actions button in that list and select an option: Link Bill, Link Invoice, Receive Payment, or Pay Bill. These transactions will be Posted immediately unlike the charges entered in the Charges tab.

When you are in the Transaction Listing, you can create the following accounting transactions directly from a Cargo Release by using the Add button at the bottom of the list:

- **Invoice**: You can create an invoice for the cargo release. (You can also create accounting transactions when you are in the Cargo Release dialog box by using the Generate button on the Charges tab.)

  An example of the options for creating accounting transactions is the ability to add inland freight charges to a Cargo Release by using the Transaction Listing "Add" button instead of the Charges tab in the Cargo Release. This is the invoice screen:



  Make any edits to the transaction if needed. You can view the cargo release dialog box or go to the document. (The screen is similar for Credit Memos, Bills, and Credits.)

- **Credit Memo**: Use this option if you need to issue a credit or a refund to a customer.

- **Bill**: Add a bill of what you need to pay.

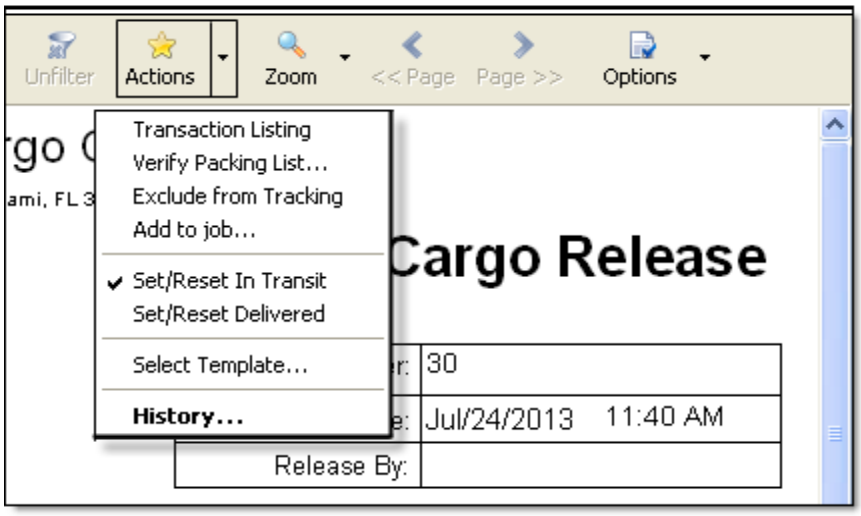
- **Credit**: Use this option if you overpaid a vendor and they give you a credit.

The Actions button for the Transactions List has the option to link the transaction to a bill or to an invoice or to a Cargo Release. You can also unlink it. If you created a bill or other accounting transaction separate from the Cargo Release, you can link it this way.

You can also receive the payment or pay the bill from the Actions button.

Other Actions

You can perform other actions from the Cargo Release Actions button. Click the button on the side of the Actions button to access the pop-up menu:



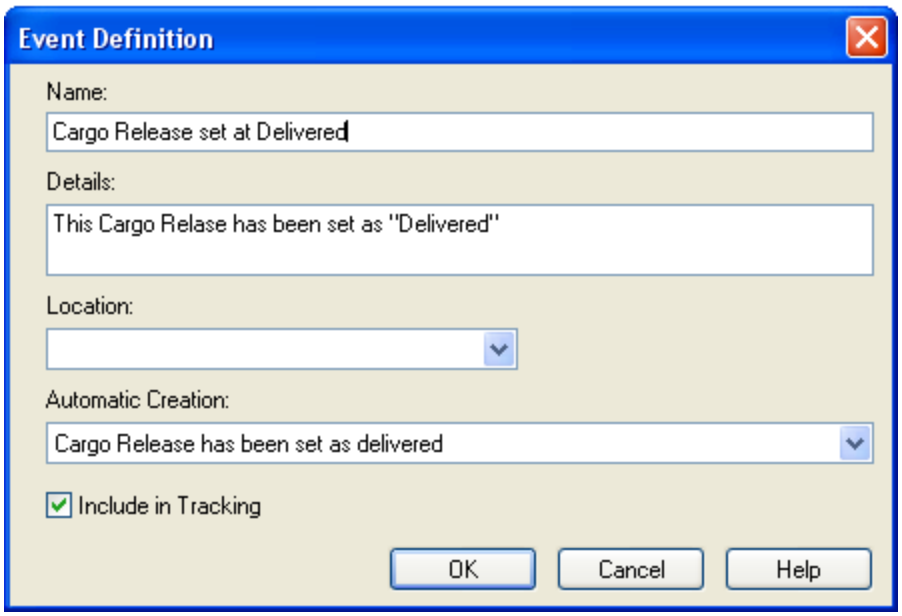
Set Status:

When cargo departs from your warehouse, set the CR as "**In Transit**" by selecting the option: Set/Reset In Transit.

When cargo arrives at its final consignee, set the CR as "**Delivered**" by selecting the option: Set/Reset Delivered.

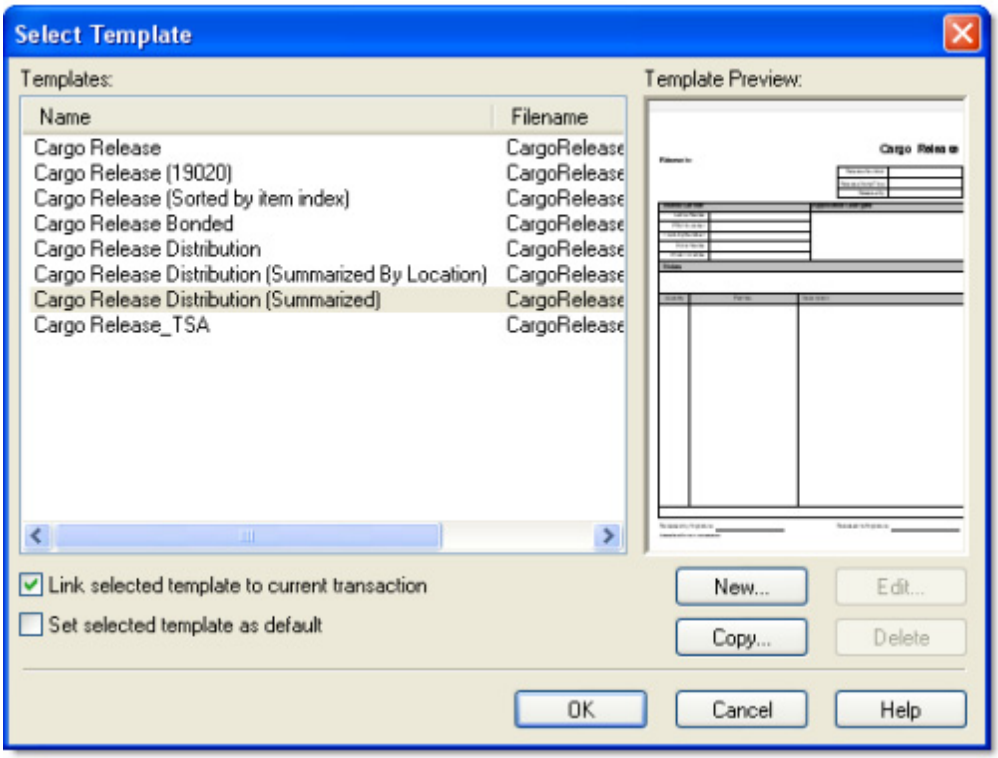
- *Note*: When you set cargo in transit, a checkmark appears next to the option in the menu. If you uncheck it, the status of the cargo will return to its previous status. Refresh the CR List to see the current status. The status of the cargo is also updated in the Commodities List.

- To automate an Event so it appears in the Events tab and online for your customers to see, create an Event Definition in Maintenance > configuration > Event Definitions.



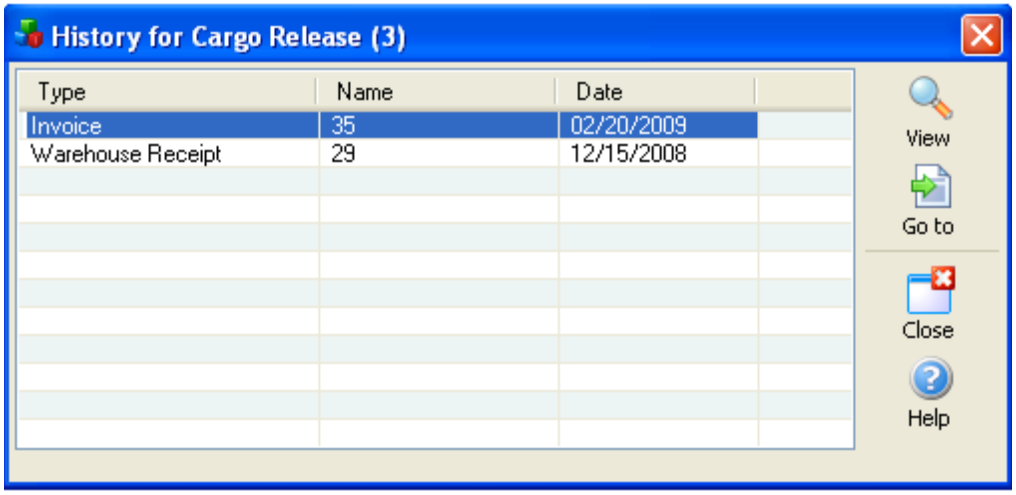
To exclude the transaction from tracking (if the transaction is not complete and you do not want it viewed via Magaya LiveTrack), select the option: Exclude from Tracking.

To choose a different template for the document, select the option: Select Template. Some of the different templates include:



- The default Cargo Release template
- Cargo Release Distribution (Summarized by Location): Displays items grouped by part number for each different location
- Cargo Release Distribution (Summarized): Displays items by grouped by part number
- Cargo Release Sorted by Item Index: Displays items sorted by the order in which the user put them

To view the history of the cargo release (such as a Warehouse Receipt or Invoice for this cargo), select the option: History. A dialog box opens, listing all the transactions related to this cargo:

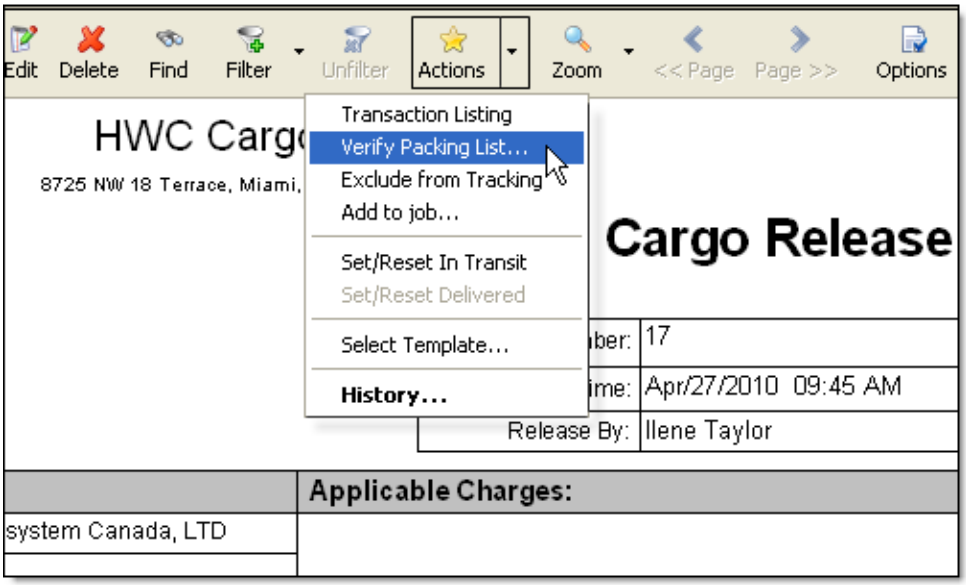


You can view a transaction by selecting it in the History dialog box. The View button opens the dialog box for the transaction. The Go To button takes you to the document. To return to the cargo release, use the Back button.

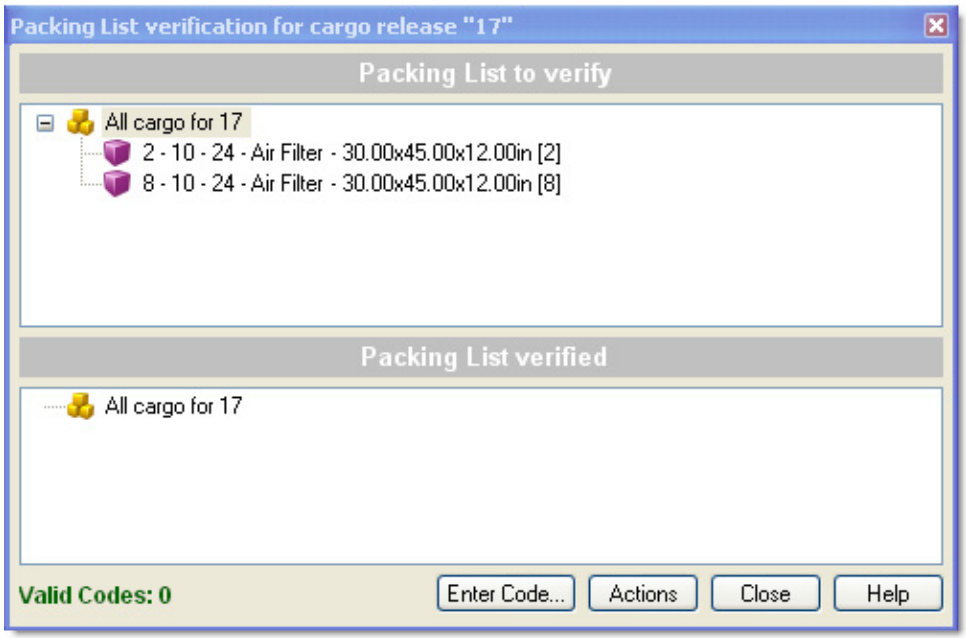
To cancel a CR (or other transaction), delete it. All the items in that CR will return to your database. The record of the cancellation/deletion is kept in the Transactions Log (on the top menu, go to Options).

Verify a Packing List in a Cargo Release

To verify items in a packing list in a Cargo Release, follow these steps:



Click on the Actions button and select "Verify Packing List". A screen opens:


Packing List verification for cargo release "17"
Packing List to verify
All cargo for 17
2 - 10 - 24 - Air Filter - 30.00x45.00x12.00in [2]
8 - 10 - 24 - Air Filter - 30.00x45.00x12.00in [8]
Packing List verified
All cargo for 17
Valid Codes: 0
Enter Code...
Actions
Close
Help

The items to be verified appear in the top half of the Packing List screen. Scan the items. As items are scanned, they appear in the bottom half of the screen.

To enter a bar code manually, click on the "Enter Code" button and type in the bar code number.To create a report or restart the count, click on the Actions button and select the option needed.

Chapter 10: Working with Commodities

This chapter explains how to create commodities reports and how to find commodities and information about them in Magaya Explorer.

Commodity List Introduction

The Commodity List displays all the commodities you've handled, including cargo, inventory items, vehicles, and more.

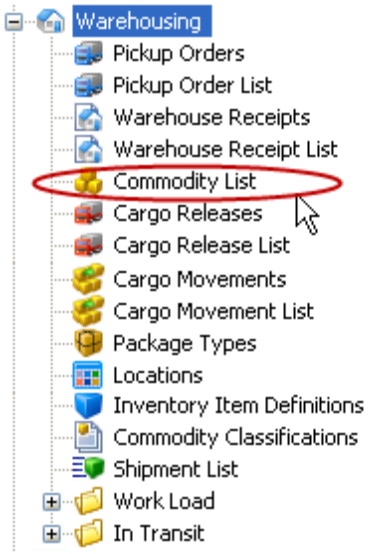
The Commodity List is dynamic, showing real-time updates of quantities. The columns in this list also appear in the Commodity tab of a WR, Pickup Order, or Cargo Release. To change columns in the list, go to the Actions button and select "Choose Columns."

Reports from the Commodity List

When you need a report on the commodities your company has handled, use the Commodity List under the Warehousing folder. It shows the status of commodities such as what is on hand, in transit, or delivered for any date range you set.

Steps:

1) Go to the Warehousing folder and click on the Commodity List.



2) Click on the Actions button and select Reports. You can choose from many report options such as reports by shipper, by warehouse location, by part number, and others.

- To email the report, click the Email button on the top menu.
- To save the report in your Magaya Explorer, click the Actions button and select Save Report.
- To save the report to your computer (or another computer in your network), click the Actions button and select Export.

Other Types of Reports

The following are different types of reports you can create from the Commodity List:

- See where items are and their previous location.
- See part numbers.
- View all items for a specific export code or Schedule B commodity classification.

- See the Customs entry date for items so you can answer Customs questions quickly.

Answer questions about your business such as:

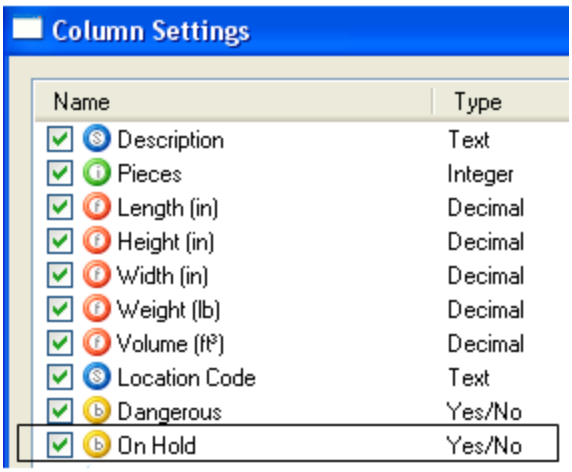
- Which commodities were included in which shipments?
- Which commodities do you ship to which destination ports most often?
- Which division of your company is handling the most cargo and what types?

For more reports about commodities, see also the Accounting folder > Items & Services > Actions button. Also see in the Warehousing folder > Inventory Item Definitions > Actions button for "In and Out Reports."

How to Find Commodities in Magaya Explorer

If you need to find commodities in your Magaya system, use the Find or Filter button in the Commodity List. To view details about a commodity, click the "Detail" button. Save a view by clicking the star button at the top of the list.

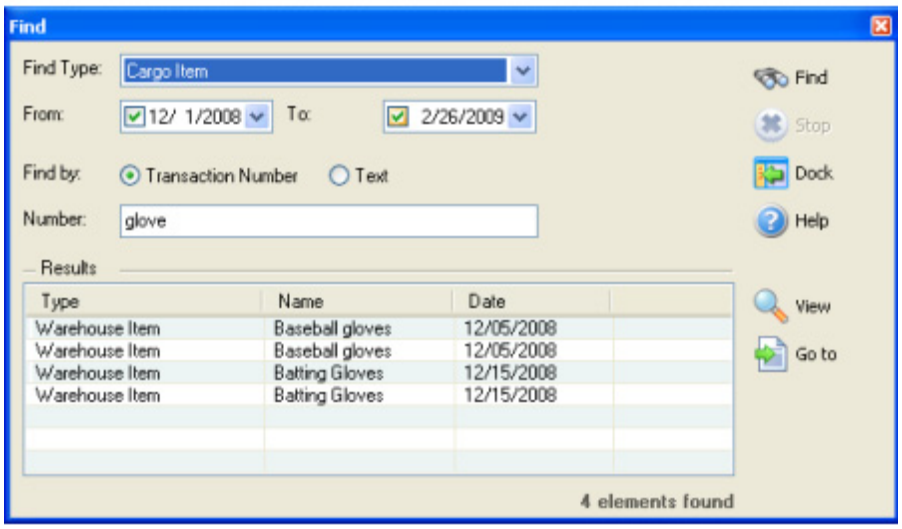
You can also add columns to your Commodity List to make it easy to find information at a glance. Go to the Actions button and select "Choose Columns." For example, to see if any items are on hold, select this column from the list.



Use the Find Button

TASK

1. Click the "Find" button (on the top toolbar). A search dialog box opens.



2. In the dropdown menu for "Find Type" select "Cargo Item".
3. Set the date range.
4. Select to find by either transaction number or text.
5. Enter the number or text in the field below the "Find By" radio buttons.

   ADDITIONAL INFORMATION: If you enter text, you can enter partial text. For example if you are looking for Dell computers that you handled a month ago, set the date range and enter the word: Dell. If you enter the word: computers, the list will display all the computers you handled, not just Dell. So if you handle cargo from more than one manufacturer, enter that manufacturer name.

Use the Filter Button

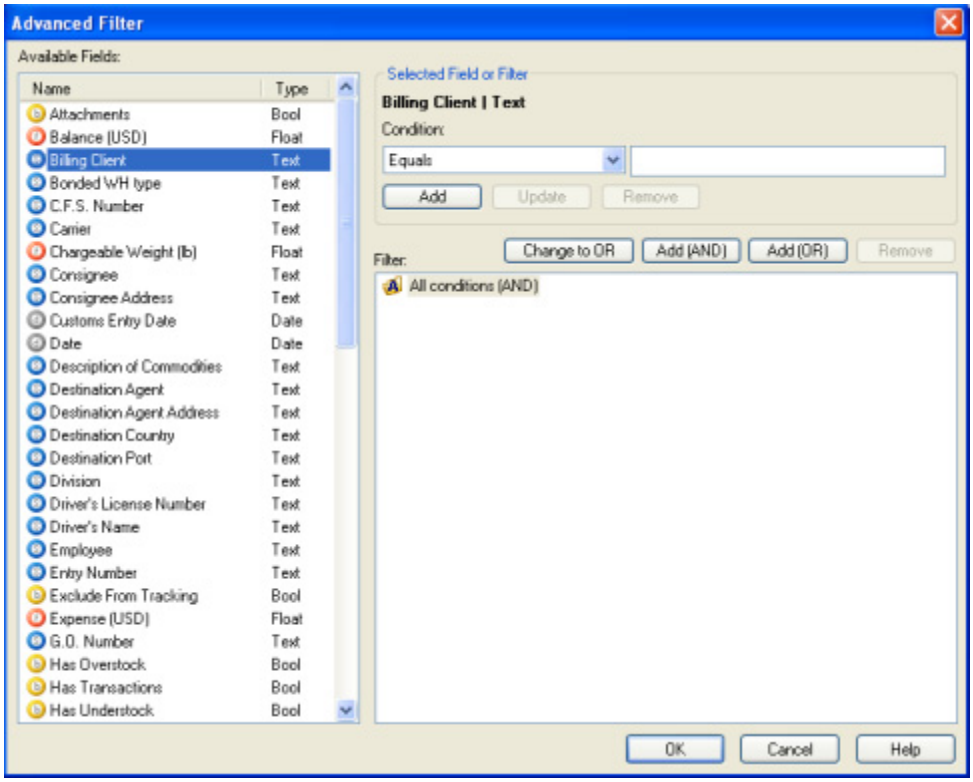
To view the commodities list by certain criteria, use the Filter button. The Filter button has two options:

- **Standard Filter**: This filter has a small set of criteria to filter your list by such as by Purchase Order (PO) number, Warehouse Receipt number (WR), by part number, port, consignee, and others.
- **Advanced Filter**: This filter has many options for filtering your list.

To filter by date only, use the Date Range options on the top of the list.

TASK

1. Click on the Filter button and select “Advanced”. This screen opens:



2. Click on the field you want to use in your filter by selecting it from the list of Available Fields on the left.

3. Set the condition you want to apply. For example, if you are filtering by a Billing client, select “Equals” if you know the exact name, or select “Contains” if you know part of the name. Enter it in the field next to the condition dropdown. Add any additional conditions as needed.

4. Click OK to see the filtered list.

   ADDITIONAL INFORMATION: For more details on using the advanced filter, see the topic "The Find Button".

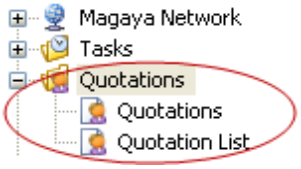
Section 3: Shipping

Chapter 11: Quotations

Introduction

A Quotation is the price of freight given to a customer who wants to ship goods. The freight charges are based on the quantity to be shipped, the distance, weight, volume, and mode of transport (whether the goods will be shipped via air, sea, or ground).

The Quotations list and documents can be found in the Quotations folder in Magaya Explorer:



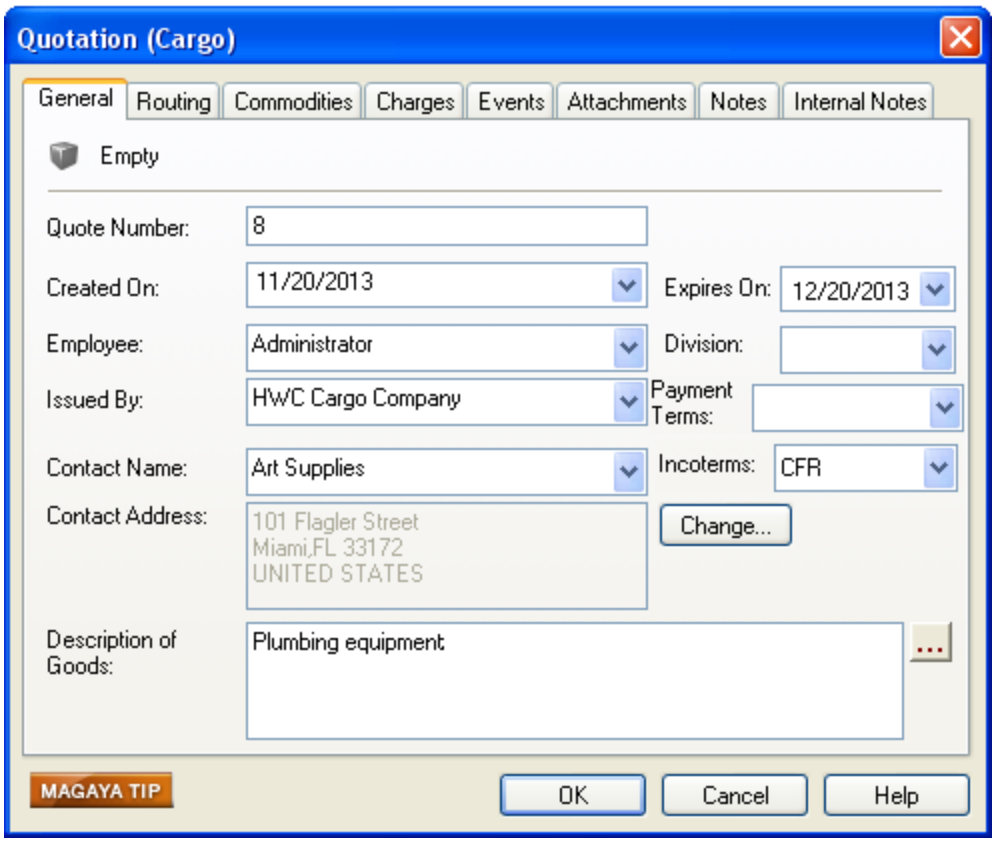
Create a Cargo Quotation

The Cargo Quote transaction includes the commodities, the routing details, and the freight charges.

Steps

1) Click the "Add" button. A dialog box opens where you can enter details of this cargo quote. Begin on the General tab, and click on the other tabs.

2) General Tab:



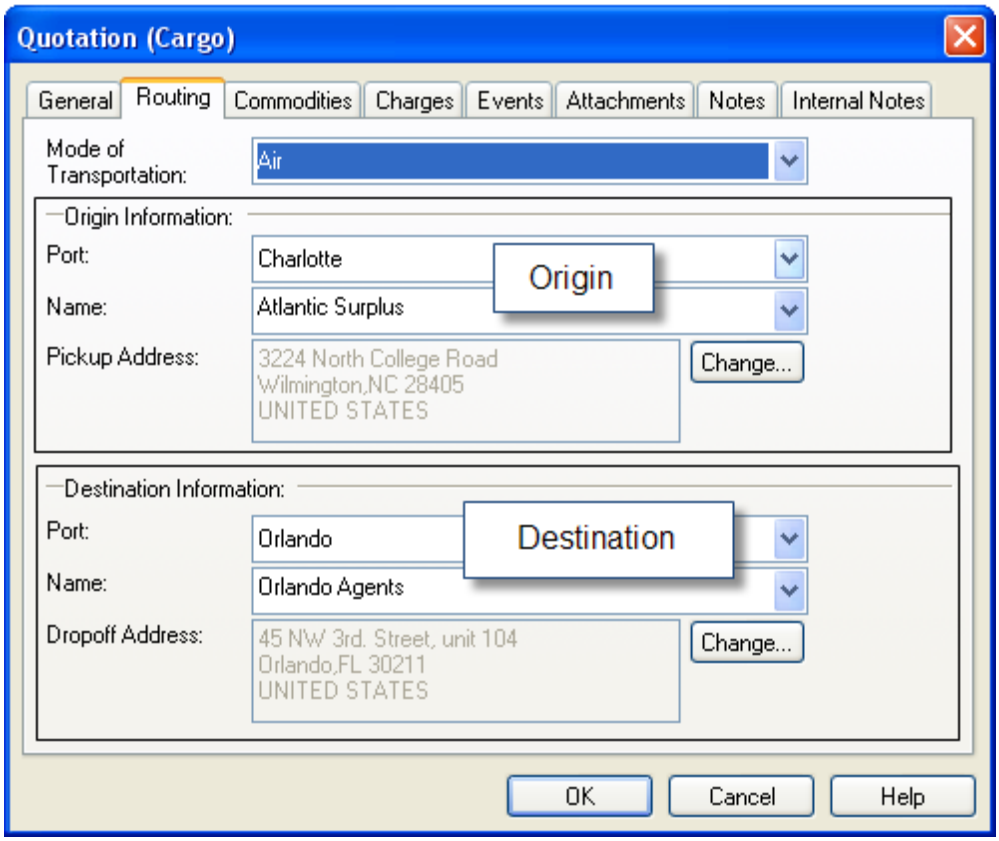
Note: The status of the quotation will remain "Empty" until after adding cargo and clicking the OK button. Fill in as many tabs as you need.

- The Quote Number is filled in automatically. To set up numbering, go to Maintenance > Configuration > Document Numbering.
- Select the customer's name in the Contact Name field. *Note*: Information from the Customer's profile such as their address or Incoterms will display automatically.
- Enter the description of the goods. (This is optional but recommended.)

  The button (with the three dots) next to the description field can be used to add a preset clause to the quotation.
- The Expiration Date is one month from the date the quote was created. Change it as needed.

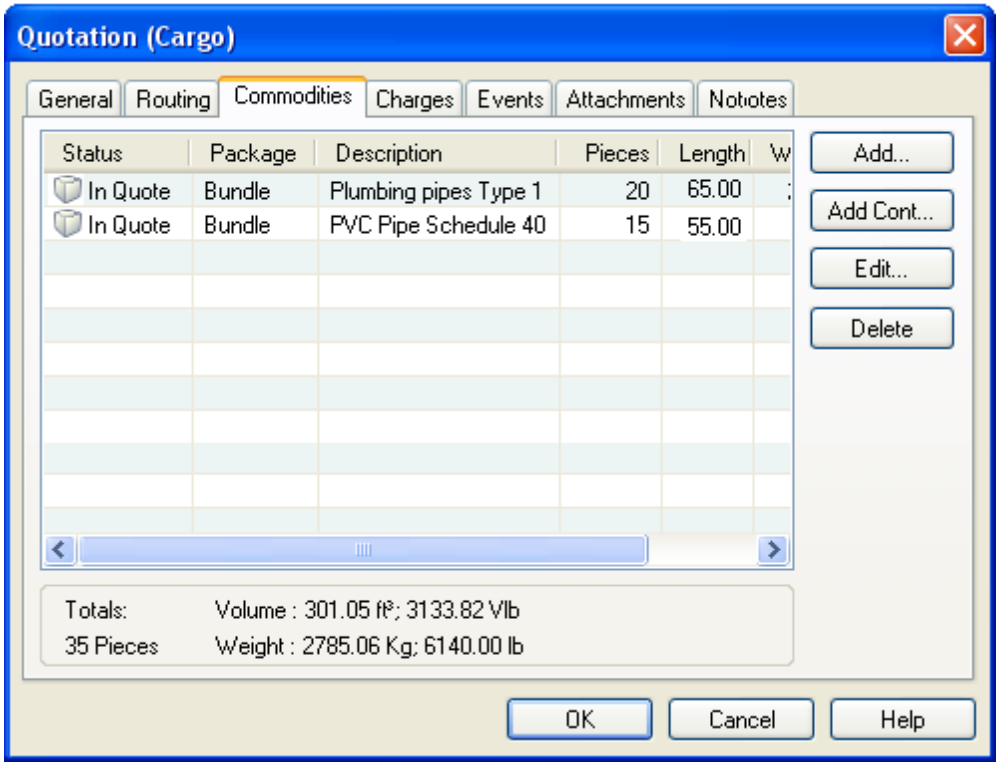
- The Payment Terms field will be filled in if there are payment terms defined for this customer or for your system. If not, you can select them or change them here. Payment terms set in a Quote are transferred to the Sales Order and Invoice.

3) Routing Tab:



- Select the mode of transportation from the dropdown menu. If you do not select a mode, you will not be able to add freight charges.
- In the “Origin” part of the screen, select the port of origin from the dropdown menu.
- For the Origin “Name” field, click the dropdown menu to select the name of the entity where the cargo will be picked up. (This may or may not be the customer.) The address fills in automatically. Change it as needed.
- In the “Destination” part of the screen, select the port of destination from the dropdown menu.
- In the Destination “Name” field, select the name of the final consignee from the dropdown menu.

4) Commodities Tab:

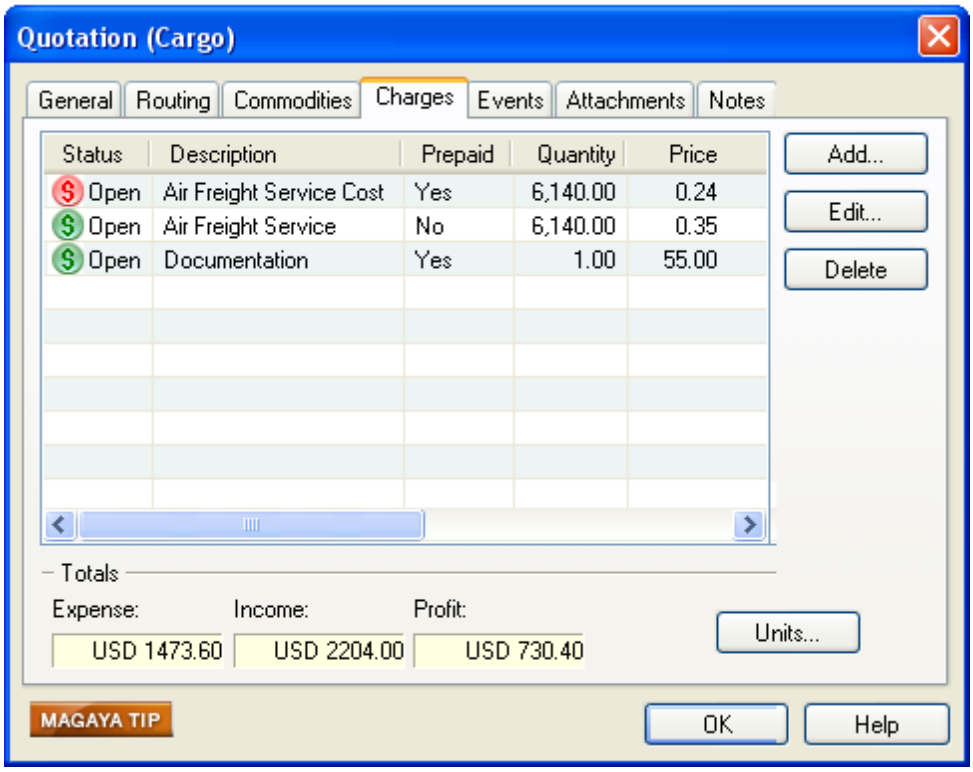


- Click the "Add" button on the Commodities tab to add cargo into the Commodity dialog box. The status of the items is "In Quote" when you create the Quotation.

  As items are added, the total weight and volume is updated on the tab.

- To add a container, click the "Add Cont." button. Enter details in the dialog box. Additional details on adding commodities is available in the topic "Add Commodities" in Chapter 10 of the *Magaya Supply Chain Solution Operations Manual*.

5) Charges Tab:



Add charges for freight, documentation, etc. as needed.

Options:

Click the **Attachments** tab to add photographs or documents to the Quotation as needed. For details on adding attachments, see the topic "Attachments".

Click the **Notes** and/or Internal Notes tabs to add notes, clauses, etc. The internal notes are not visible to customers. More details are available in the topics on “Notes and Internal Notes”.

Details View: When viewing the list of Quotations, you can see details of any quote by clicking the “Detail” button. In the panel that opens, select a detail option from the dropdown list.

Actions for Quotations

After you create a Quotation and the customer accepts it, you can transfer the information in the Quotation automatically to create the following transactions by clicking on the arrow on the side of the Actions button and selecting the transaction choice from the menu:

- Booking
- Warehouse Receipt
- Pickup Order
- Shipment
- Invoice

This Actions menu is available from the document view, the list view, or by selecting a Quotation in the list view and right-clicking on it. Additional options are available from the list view such as Reports.

Other actions that can be performed with a Quotation are:

- To **view the history** of the Quotation, select the History menu option. A dialog box opens, listing all the transactions related to this quotation. If you create a Booking or other transaction from this quotation, that history will appear in the History list.

  Extra Info: In the menu, “History” is in bold; this means this is the default action if you just click the Actions button instead of the arrow on the side of the button. The Actions button in all the Magaya screens functions in a similar way.

- **Reports**: You can create reports about the quotations by selecting the option in the Actions button when you are in the Quotations List view (not the document view).

- **Query Rates**: This option enables you to run a query of all the selling rates in your system to see the best price. See the section "Query Rates" for details.

- **Show Related Object**: This will take you to the next transaction created from this Quotation. For example, if you create a Warehouse Receipt (WR) from this Quotation, click this option from the Actions button and it will take you to that WR.

- **Set This Quotation as Lost**: Use this option if the customer does not accept an Open Quotation. If a quotation is set as Lost, a checkmark appears next to this option in the Actions button options. The status of the quotation is set to “Lost” and the icon becomes red. To recover a lost quotation, click on the option in the Actions button option. The check-mark will be removed and the status updated.

- **Import or export data from the Quotation list**: You can import information into Magaya Explorer or export data out in XML, PDF, or CSV formats. A dialog box opens with options.

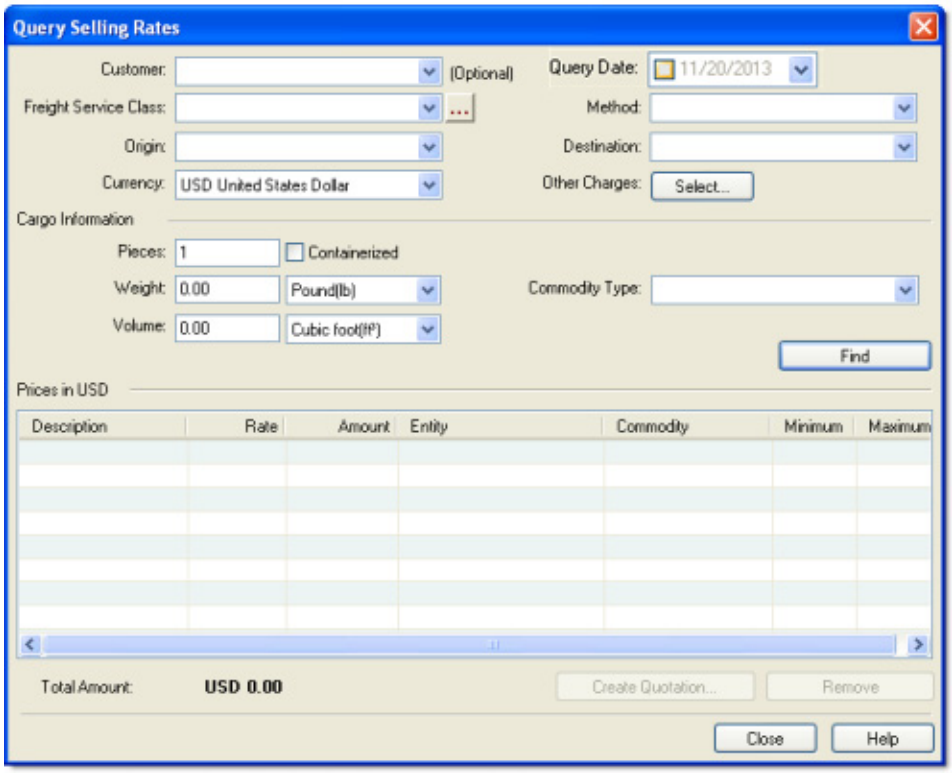
- To **choose a different template** for the document, select the option: Select Template (this option is only available from the document view). For

example, the template “Quotation with Taxes” is used to display the taxes for each charge.

- You can also **print, print a batch, copy, or email** a Quotation.
- **Filter the Quotation List**: The Filter button allows you to select how you want to view the information in a list. For example, you may want to see only transactions for the past week or transactions for a certain customer or destination. The Filter button has two options: Standard and Advanced. For details on using the Advanced Filter, see the topic "Filters".

Query Rates

To access the "Query Rates" function, click the Actions button in the Quotation document view or list view. The Query Selling Rates dialog box opens:

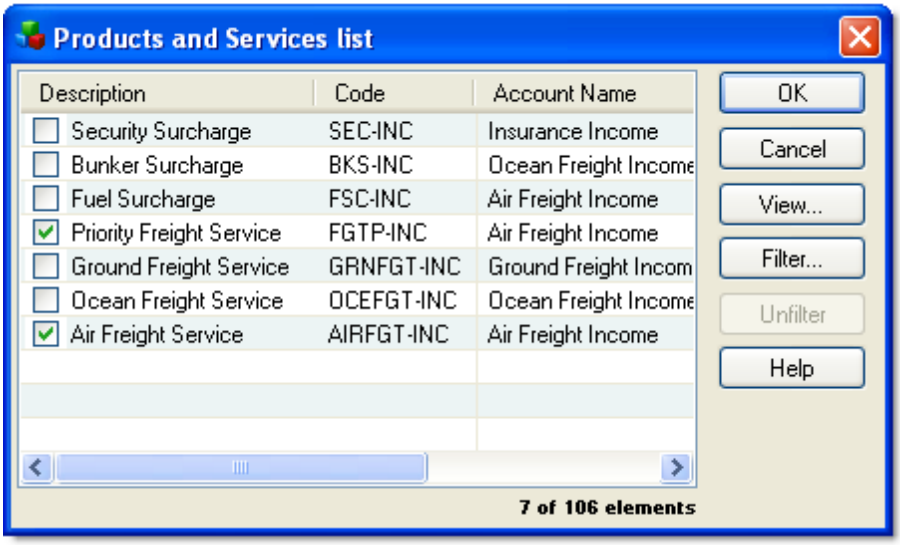


1) Enter a Customer name (optional).

2) Select a Freight Service Class such as Ocean Freight Service Cost.

To include multiple charges in your query, click the button with the three dots that is next to the Freight Service Class field. A dialog box opens with

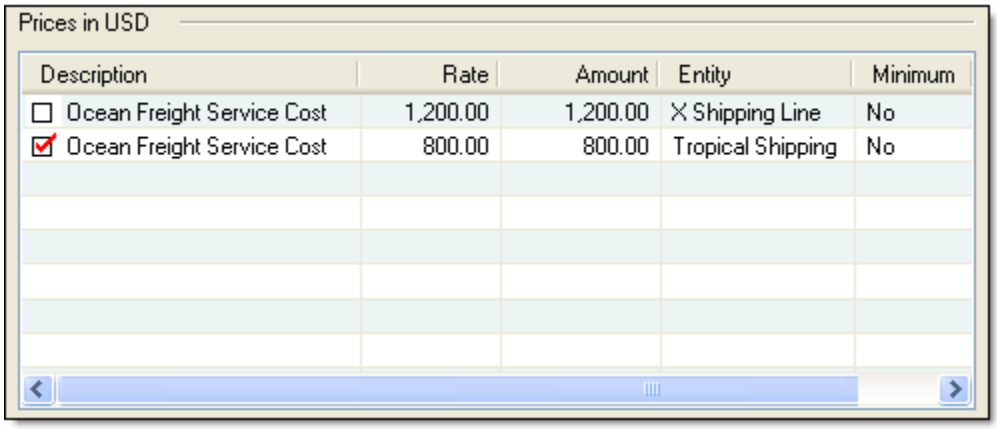
options. Check as many as apply, and click OK.



3) Enter the Origin and Destination in the Query dialog box.

4) Click Find (or enter more details such as weight and commodity type).

Results: The results of the query search will display in the bottom of the screen, displaying rates that are entered into your Magaya system:



The best option will be checked. These rates are pulled from the rates entered in the Accounting folder > Rates.

To create a Quotation from this rate:

1) Select the Customer (if the field is blank).

2) Click “Create Quotation”.

   The information about that customer and rate will be automatically included in the Quotation dialog box. Make any changes needed, and click OK when done.

Note: The next time you open the Query Rates dialog box, your last query is saved so you do not have to re-enter data to search again for that information.

The Query Rates dialog box can be moved aside so you can work in the screen and click in different functions in your Magaya Explorer, without losing the Query screen.

Chapter 12: Bookings

Introduction to Bookings

A booking is a reservation made by your company (such as a freight forwarder, NVOCC, or a carrier) for your customer (such as the shipper or consignee) to move cargo.

Bookings can be created for air, ocean, and ground shipments, both import and export.

A booking checks your Trip Schedule in Magaya Explorer to verify if space is available in a container or on a vessel (plane or truck) for your customers' cargo. For more on setting up your Trip Schedules, see the topic "Trip Schedules".

The Bookings list and documents can be found in the Bookings folder in Magaya Explorer:

There are two ways to create bookings in Magaya Explorer:

- **Quick Booking**: The Quick Booking feature is used frequently because it has only the necessary fields to complete a booking. The Quick Booking fields can be filled in quickly while you are on the phone with a customer who is placing a booking with you.
- **Standard Booking**: The Standard Booking feature offers more fields so you can enter additional information about a booking. It has much of the same information that you will find in the Shipment dialog box screens. All the information that you enter into the booking can be converted into a shipment or other transaction. For details, see the topic "Shipments".

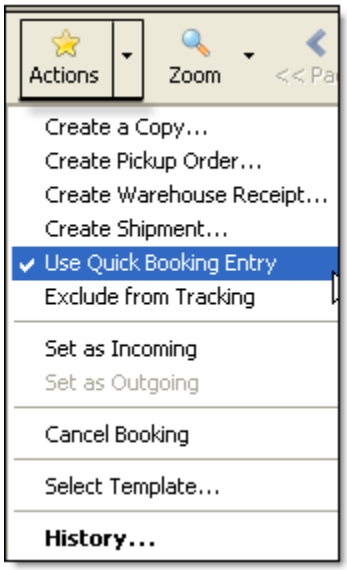
You can also offer your customers the option to place bookings online using Magaya LiveTrack. They can send you reservation requests for air, ocean, and ground shipments. You can link the requests to trips you set up in your Trip Schedule, or set your system to accept any requests, regardless of origin and

destination requested. For details, see the *Magaya Software Communications Manual*, Chapter 5 “Magaya LiveTrack”.

How to Create a Quick Booking

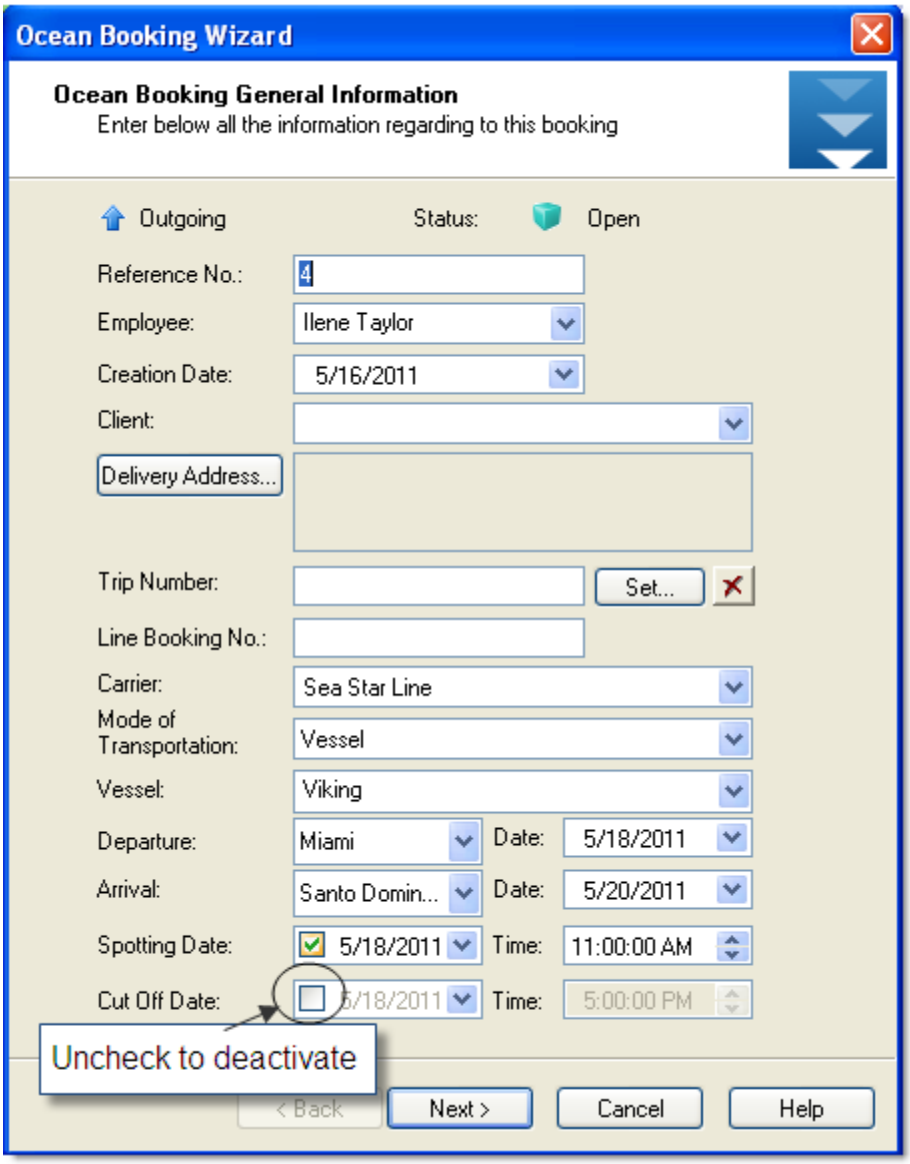
The following instructions explain how to use the Quick Booking feature in your Magaya Explorer to create an Ocean Booking.

Set your system to use the Quick Booking method by going to the Action button and selecting “Use Quick Booking Entry”. You will only need to do this once, and then your system will always use Quick Booking until you uncheck the option.



Step-by-Step Procedure:

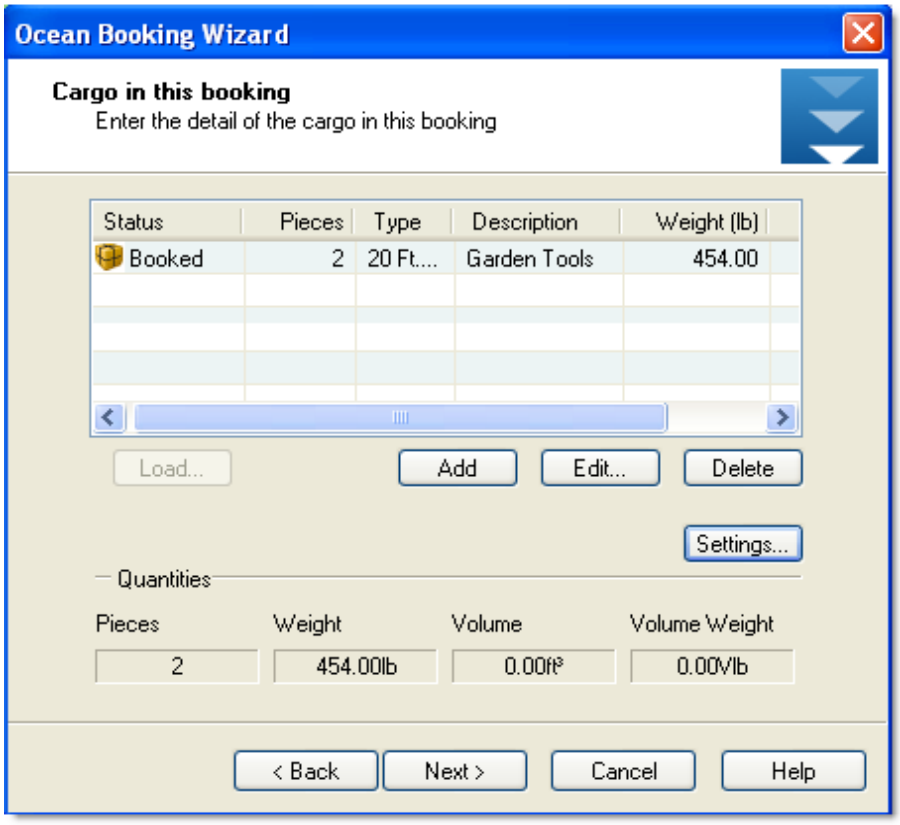
1) Click the Add button and select "Ocean Booking Export" (or Ocean Booking Import). The booking wizard opens:



- The Reference Number is the Booking number for your customer. It is filled in automatically. (To set up document numbers, go to Maintenance > Configuration.)
- The Employee and Creation Date are filled in automatically. (They can be changed with the dropdown menu.)
- Select the Client (Customer who is booking with you) from the dropdown menu. (The address is filled in automatically if you have it set up in the customer's profile. To change the address for this delivery, click the Delivery Address button.)

- Enter the Trip Number, or click the "Set" button to select from your list of trip numbers. All the information from the trip will be filled in on the rest of fields of this tab. If you do not have a Trip Schedule set up, you will need to fill in this information manually.
- Enter the Line Booking Number. This is the booking number from your Trip Schedule, if you are a freight forwarder and you have a booking with a carrier or shipping line.
- Select the Carrier from the dropdown list.
- The Mode of Transportation of "Vessel" is displayed by default for an Ocean Booking. To change it, use the dropdown menu.
- Select the vessel from the dropdown menu.
- Select the Departure and Arrival (at the destination) ports and date. (The date is filled in automatically with today's date.)
- Set the Spotting Date and Cut Off Date and Time by using the drop-down menus. (The date and time are filled in automatically with today's date and time by default.) The Spotting Date is the date that the container is placed at the customer's location. The Cut Off date is when the container needs to be ready to be taken to the port. To deactivate either field, uncheck the box. The deactivated field will not appear in the document or in the online tracking document.

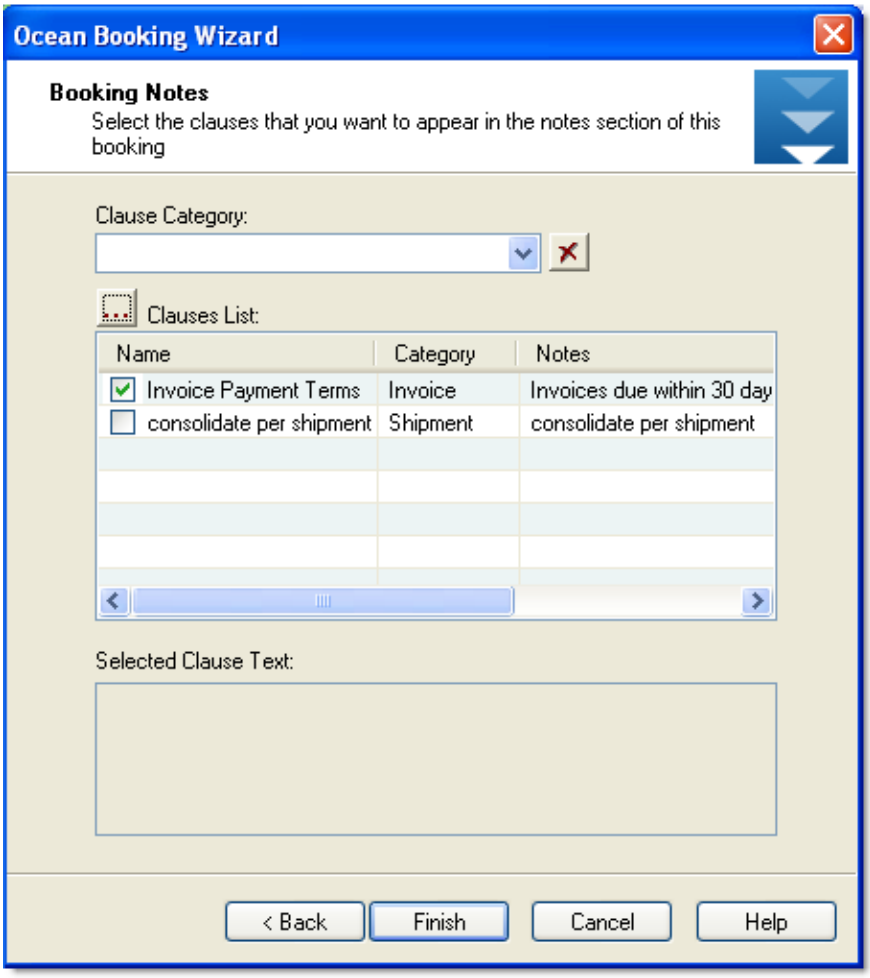
2) Click the "Next" button to enter commodities in the cargo screen.



- When you click the "Add" button to add cargo, the fields in the columns will be highlighted. Enter the number of pieces, select the type of container, enter the cargo description, and dimensions. The totals are displayed on the bottom of the screen. If the maximum weight is reached for this trip, the system will notify you.
- Click the "Load" button to use a container that you have previously defined in your Trip Schedule (in the Equipment tab). If you do not have any containers set up in your trips, the button will be grayed out.
- Use the "Settings" button if you need to change the measurement units.

3) Click the "Next" button to go to the Notes screen. Add any clauses or notes that you want to appear in the notes field (or the Remarks or Comments field) of the Booking. This may be a reminder to your customer to bring

important documents with the cargo such as the title of a vehicle (for those companies that ship cars and vehicles).



- Select a clause category from the dropdown menu. There are many categories.
- Click the button with the three dots to select from a list of preset clauses. (A dialog box opens. You can also add clauses. See the topic "Add Clauses" for details.)
- Check the box next to the item in the list to include it in the Notes for the Booking.
- The field “Selected Clause Text” displays the full text of the clause you selected.

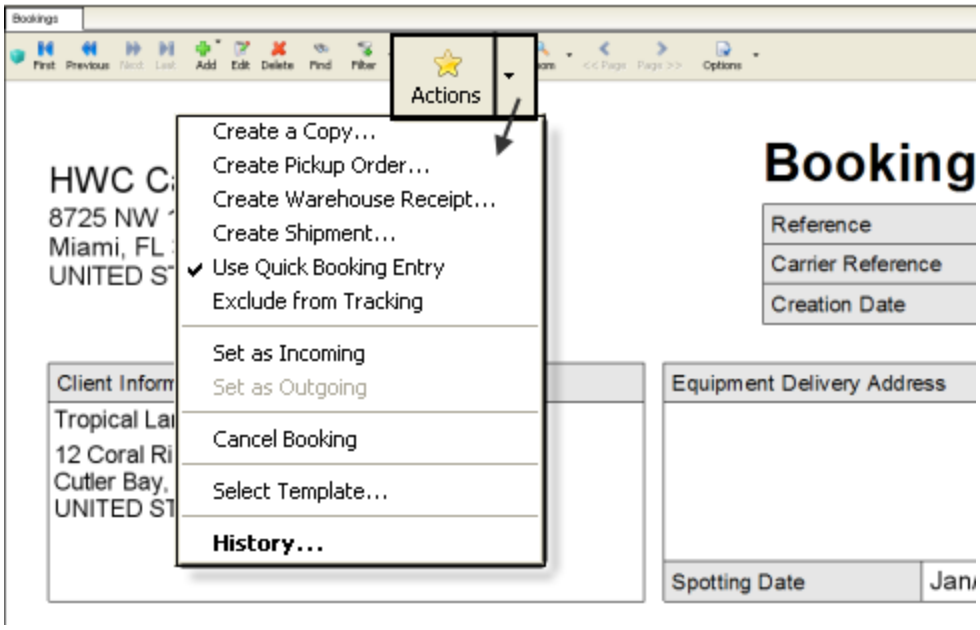
Notes, comments and clauses can be edited or deleted after saving the transaction.

After completing the booking wizard, click the Finish button. The booking is placed in your Magaya Explorer with a status of “Open”. When the booking is used to create a shipment, the status will change to “Closed”.

Actions for a Booking

After completing a Booking, Magaya Explorer gives you many options. You can make changes to a booking by using the Edit button. The screens can be resized to expand the view and work space; just click and drag the edge of the dialog box.

The following actions can be performed from a Booking by using the **Actions** button and selecting from the menu.

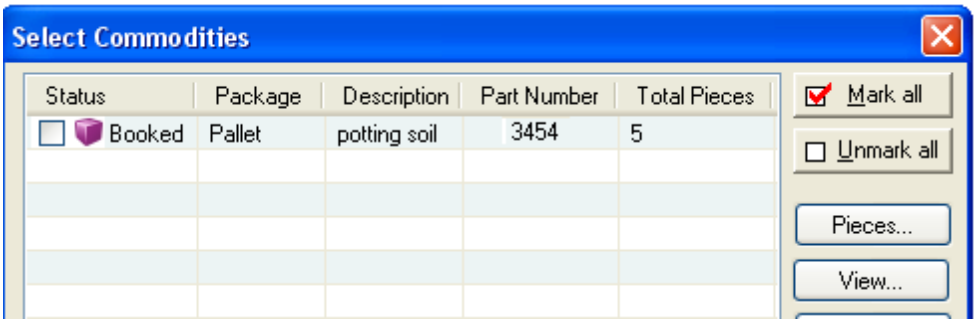


- **Create a Copy**: The copy of a booking will contain all the same information except for the Booking Number, which the Magaya system will assign automatically.
- **Create a Pickup Order**: All the information from the Booking is converted automatically into a Pickup Order.

- **Create a Shipment**: In the wizard that opens, you can select the option to create a Back-to-Back shipment. The system will create a Master and a House.

  Select the commodities to convert from the Booking to the next transaction:

  In the "Select Commodities" dialog box, click the "Mark All" button to convert all the commodities and their details, or click the "Pieces" button to select only those items you want.



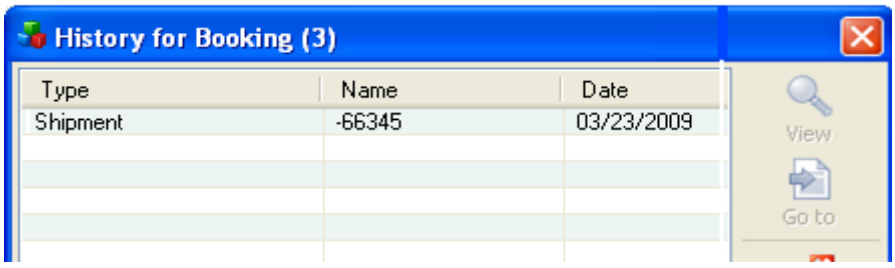
  For example, if you booked three containers and you pick up only one at this time. Create a Pickup Order for that case and use the "Pieces" button to enter the one container.

  If a Booking has Attachments when you convert it to a Shipment, the Attachments are moved to the Shipment transaction; they are not copied.

- **To exclude the transaction from tracking** if the transaction is not complete and you do not want it viewed via Magaya LiveTrack or Transaction Tracking, select the option: Exclude from Tracking.

- **Select Template**: To choose a different template for the document, select the option: Select Template.

- **View History**: To view the history of the booking, select the option "History" from the Actions button. For example, the following screen shows a Shipment that was created from a booking. A dialog box opens, listing all the transactions related to this booking. If you need to open the dialog box for that transaction, click the "View" button. The "Go To" button takes you to the document. Once there, you can return to the booking by using the Back button.



- **To set a Booking as incoming or as outgoing**: The direction of the booking can be changed from incoming to outgoing. When you change the status, it will be reflected on the General tab in the dialog box. Click the Edit button to see the status.
- **To Cancel a Booking**: If you need to cancel a booking in the case of a customer deciding not to move the cargo at this time, click on the Actions and select “Cancel Booking”. A dialog box will ask you to confirm the cancellation. The status will change to “Cancelled”. A cancelled transaction cannot be used to create another transaction. To change the status from “Cancelled”, use the Actions button again and uncheck the cancellation option.

As with any list, you can **filter** the list of Bookings. This is especially useful when the list grows very long. You can set a filter to display only those bookings that you want to see. The Filter button offers two options: Standard and Advanced. For details on using the Filter button, see the topic "Filters".

Chapter 13: Trip Schedules

Introduction to Trip Schedules

For Carriers, the Trip Schedule is the list of your actual flights and/or sailings. For NVOCC's and freight forwarders, the Trip Schedules feature in Magaya Explorer provides a method of saving information about the vessels you own or carriers you use regularly that travel to the same destinations.

For example if you book flights from Miami to Freeport, Grand Bahama, every week, then adding the flight information into the Trip Schedule will make the information available when you schedule a booking, saving you time. All you have to do is select the trip from the schedule, and all the information is automatically filled into the booking.

The Trip Schedules feature can be found under the Bookings folder:

You can also give your customers access to your trips so they can send you bookings requests via Magaya LiveTrack. For details see Chapter 5, “Magaya LiveTrack” in the *Magaya Software Communications Manual*.

If you are using the Magaya Ocean Carriers Interface with INTTRA, please see the *Magaya Software Communications Manual*.

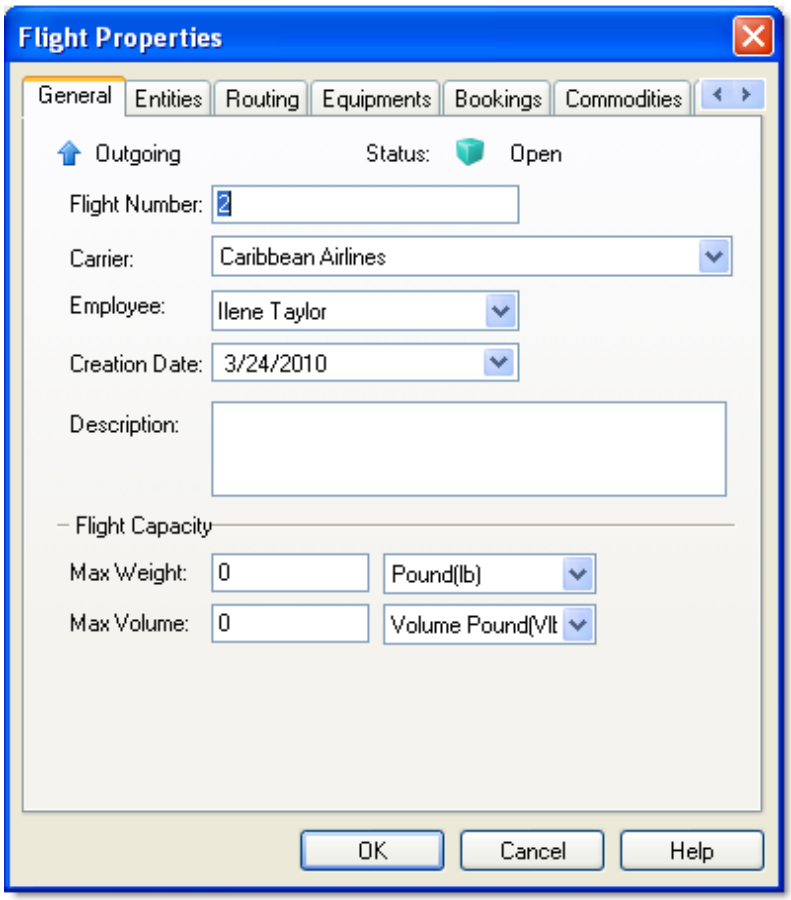
How to Create a Trip Schedule

Step-by-Step Procedure

TASK

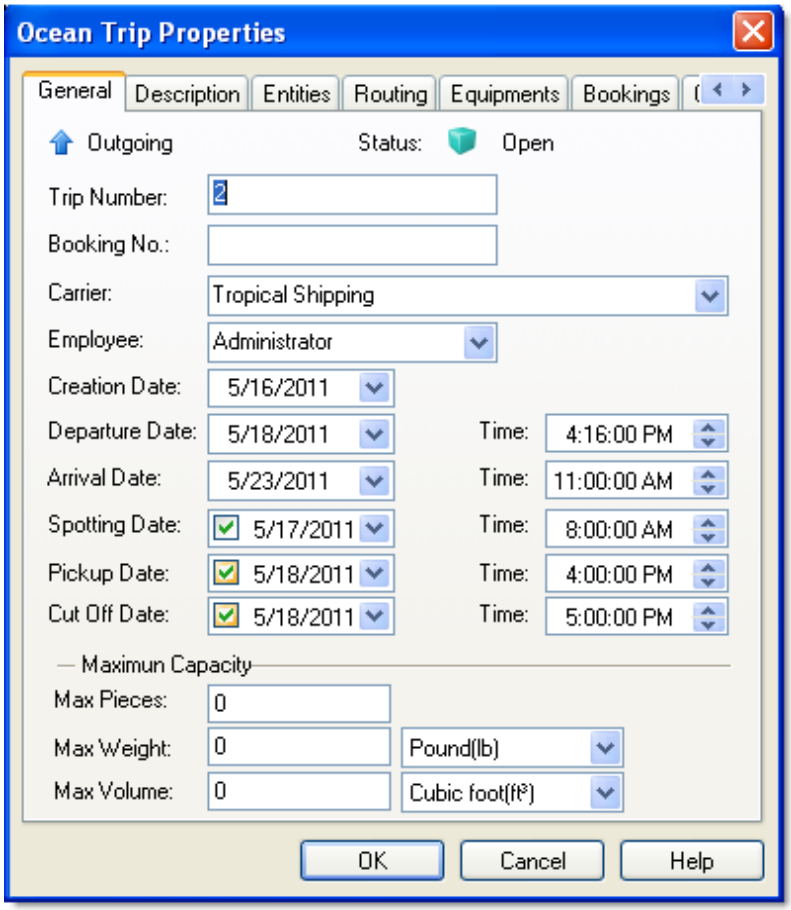
1. Go to the Bookings folder and select Trip Schedules.
2. Click on the **Add** button and select the type of trip you want to create: import or export for an Air, Ocean, or Ground trip. (When working in the dialog box, click from tab to tab to enter data. Use the dropdown menus to select from pre-set lists. To add information to a dropdown, click on the green plus sign in the mini toolbar that appears with the dropdown.)

3. The **General tab** has fields specific to the type of trip (air, ocean, or ground).
   - For an **Air Trip Schedule** (shown here), the flight number is filled in automatically on the General tab. (The Air Import and Export screens are the same. Note the Outgoing arrow, indicating export.)



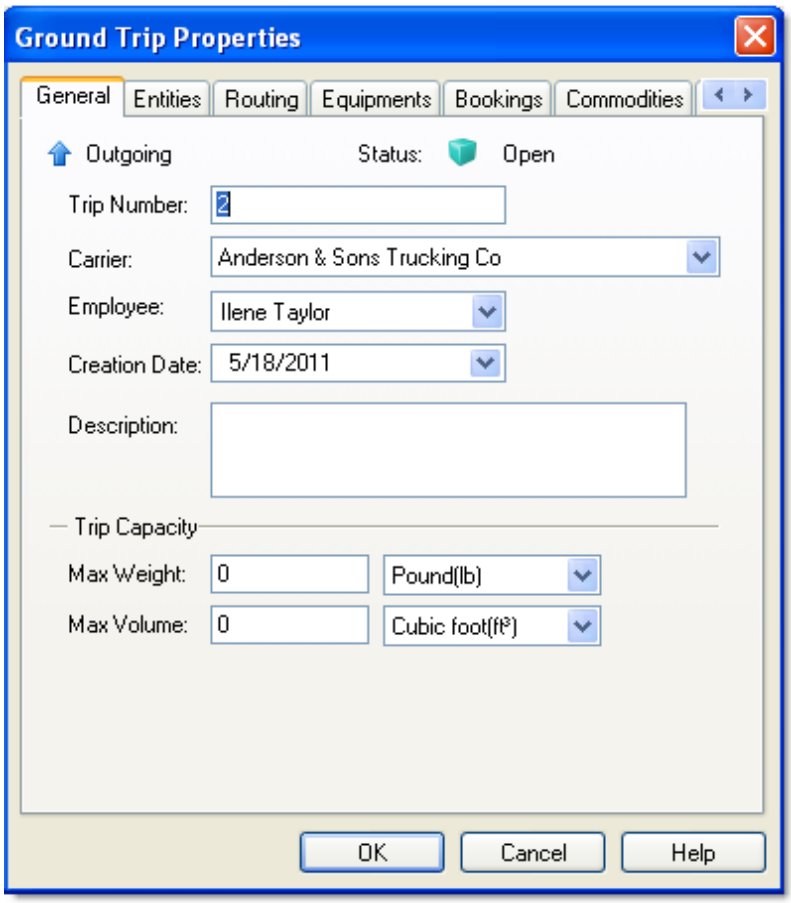
   - Select the Carrier from the dropdown menu.
   - Enter a description of the flight (optional).
   - Enter the Flight Capacity weight and volume. (The unit of measure can be changed if needed by using the dropdown menu.)
   - For an **Ocean Trip Schedule** (shown below), the trip number is filled in

automatically. The screens are the same for import and export.



- Enter the Booking number.
- Select the Carrier from the dropdown menu.
- All the Date and Time fields are filled in automatically. Change them to the correct dates and times. Uncheck any date field that will not be used in this trip.
- Enter the capacity weight and volume for the vessel (for the amount of space you have contracted with the carrier). (The unit of measure can be changed if needed by using the dropdown menu.)
- For a **Ground Trip Schedule**, the trip number is filled in automatically.

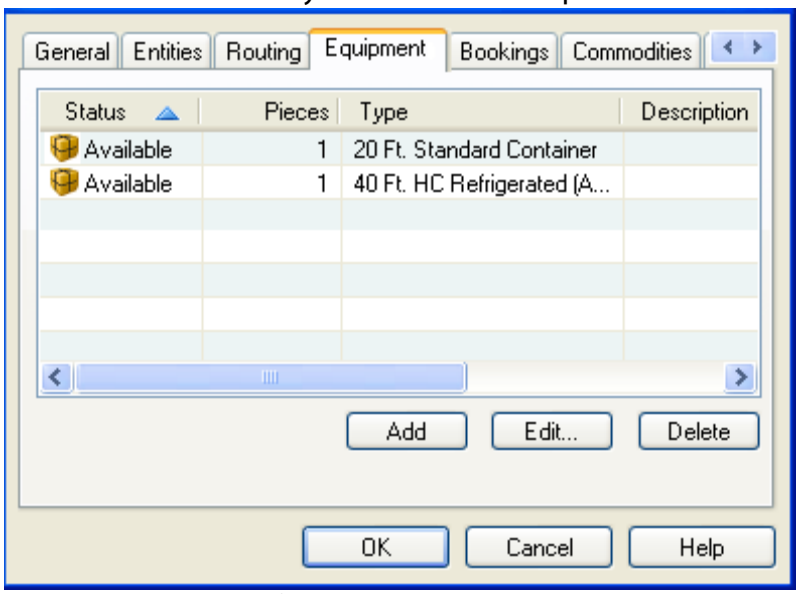
(The fields on the import and export screens are the same.)



- Select the Carrier from the dropdown menu.
- Enter a description of the goods you will ship, if you know this information (this is optional).
- Enter the capacity weight and volume for the truck (for the amount of space you have contracted with the carrier). (The unit of measure can be changed using the dropdown menu.)

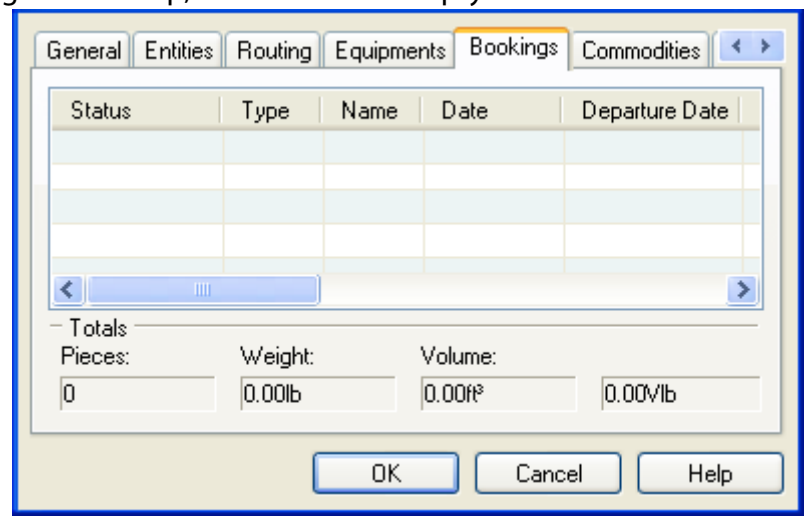
4. The **Entities tab** is used by NVOCC's and Freight Forwarders only, not by Carriers. For details on entering information in this tab, see the Shipments topic. The screen is the same for import and export of air, ocean, and ground.
5. On the **Routing tab**, enter the departure and arrival information for the trip. The screens for air, ocean, and ground trips have fields specific to each trip type. For details on entering information in this tab, see the "Shipments" topic.
6. On the **Equipment tab**, click the Add button to select the type of containers or other equipment used to transport cargo. This tab is the place for adding the containers that are available for this trip. When you create a booking for this trip, you can choose from the available containers. The status of the containers will be displayed, indicating if

they are available or have already been booked. Adding containers in this tab is most commonly done for ocean trips.

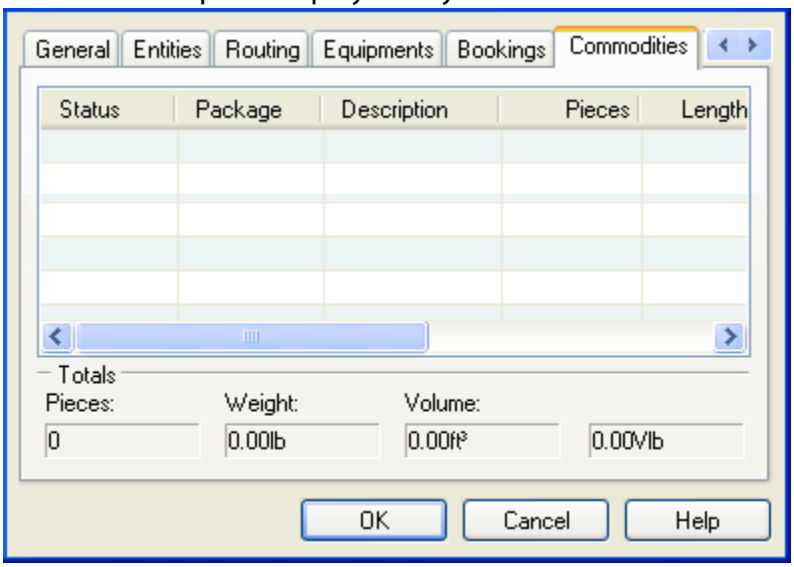


- Enter the number of pieces. The Description is optional. (You can edit or delete an item by clicking on it.)

7. On the **Bookings tab**, you can see a list of all the bookings that are already included for this trip. Totals at the bottom tell you how much space you have already booked in this trip. If you do not have any bookings for this trip, this tab will be empty.



8. On the **Commodities tab**, the commodities (or loose cargo) that are booked on this trip are displayed as you entered them in the bookings.



9. Add any events to the **Events tab**.

10. Options: To add notes, use the **Notes tab**. These notes are included on documents. (The **Internal Notes tab** is for notes within your company.) For details, see the topic "Notes". (The Notes and Internal Notes tabs are the same for all bookings.) Add Attachments as needed.

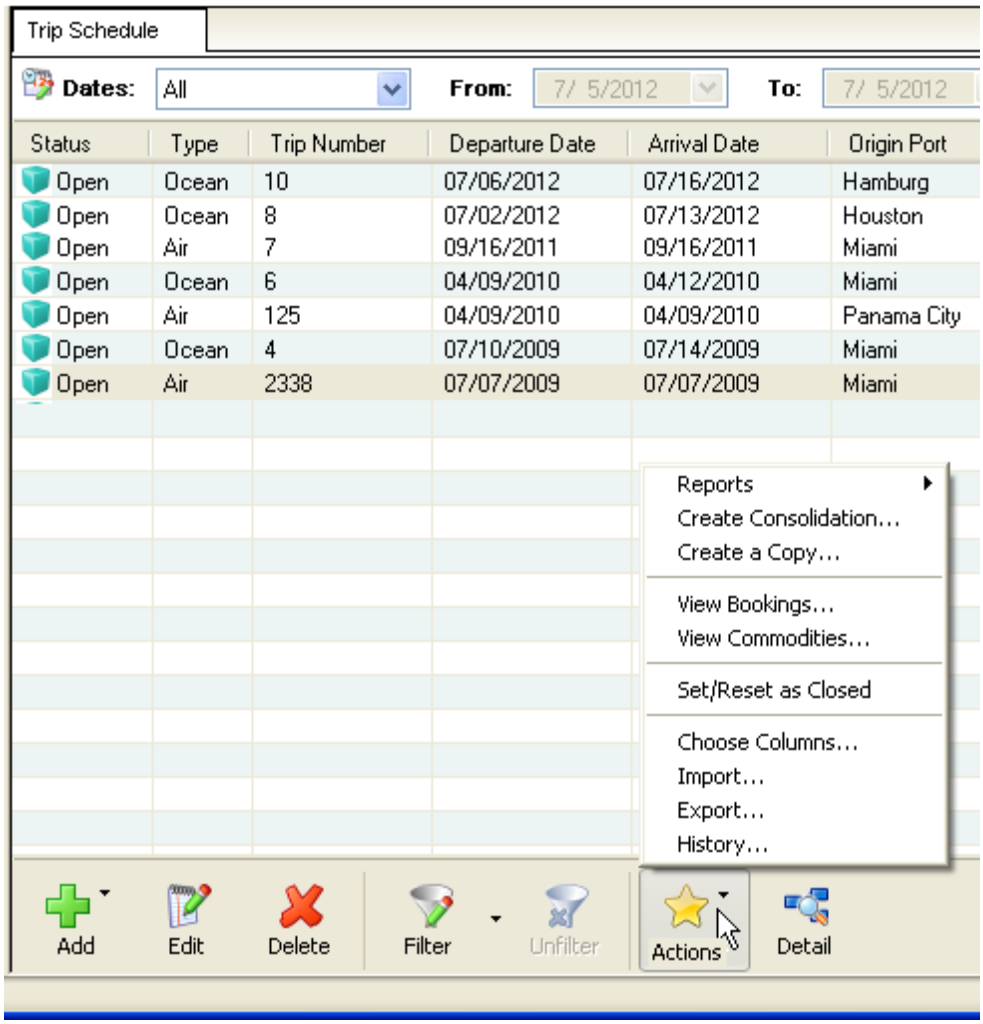
RESULT:

After you have completed entering the information into the Trip Schedule dialog box and clicked OK, the trip is now available for use in Magaya Explorer and in Magaya LiveTrack. You can also configure your system to accept bookings that are defined by the Trip Schedule. Go to Maintenance > Configuration and check the box.

For example, when you create a booking, the trip schedule can be selected and all the information will be filled into the appropriate fields in the Booking dialog box. For related information, see also the chapter on Bookings in the *Magaya Cargo System Operations Manual*, and see also the chapter on the Magaya Ocean Carriers Interface with INTTRA in the *Magaya Software Communications Manual*.

Actions You Can Perform from the Trip List

The following actions can be performed from the Trip Schedule List from the Actions button or by right-clicking on the trip:



- **Create Reports**: Reports can be made about the trips based on any of the fields listed in the reports list. The report can be saved or emailed.
- **Create a Consolidation**: A wizard opens that enables you to create a consolidated shipment from the trip. The Bookings from the trip will be converted into House shipments, and the trip will become the Master shipment for the consolidation. You can choose to make the shipment number the same as the booking number. Any Attachments in the Trip are moved to the Consolidation transaction, not copied.
- **Create a Copy**: The copy of a trip will contain all the same information except for the Trip Number, which the Magaya system will assign automatically.

- **View a Booking**: This opens a new list showing the booking(s) associated with this trip.
- **View Commodities**: This opens a new list showing the commodities in this trip.
- **Choose Columns**: Use this option to select which columns you want displayed in the Trip Schedule list.
- **Import or Export Data**: Use this option to import or export data to or from the Magaya database in CSV, XML, or other formats.
- **View History of a Trip**: A dialog box opens showing any transactions related to this trip.

Details: To see details of any trip, click the "Detail" button. A panel opens where you can view more details of any trip by selecting from the dropdown menu.

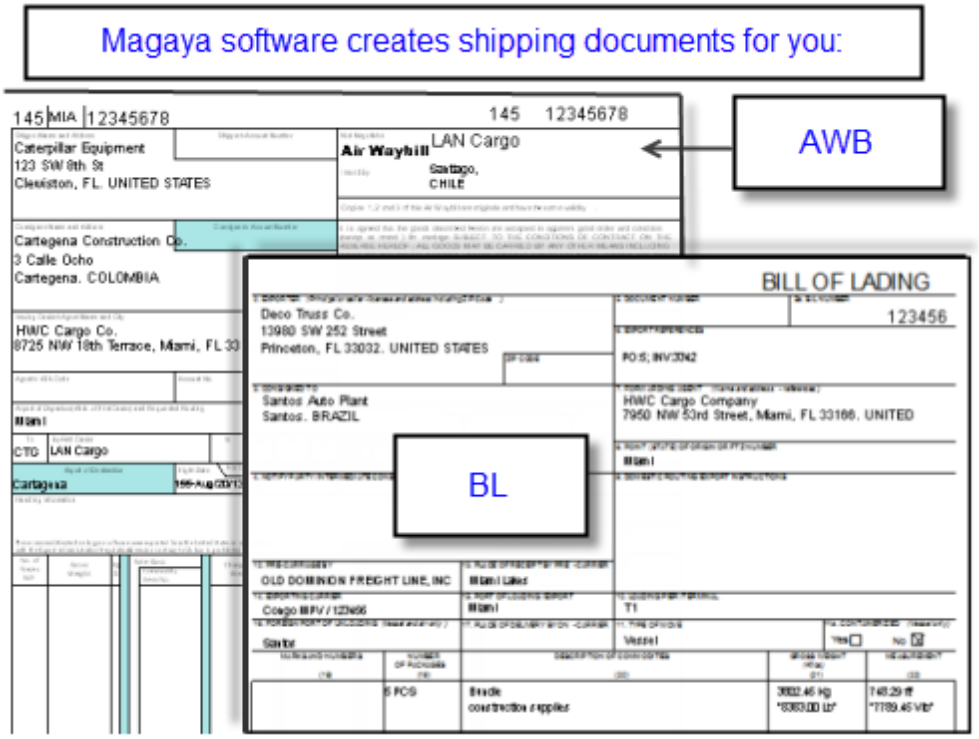
Chapter 14: Creating Shipments

Introduction to Shipments

Magaya Explorer offers you many different ways to create shipments:

- Use the wizard that will create a consolidated shipment or a straight shipment for air, ocean, and ground (imports and exports) by using the buttons on the main toolbar. This method is explained in this section of the manual.
- Create a shipment from the File menu by going to File > New and choosing Air, Ocean, or Ground Shipment.
- Right-click on a folder in your shipment folder and select Add Shipment and the type.
- Convert an existing transaction such as a Quotation or a Booking into a shipment.

All these methods will create shipping documents for you automatically so you don't need to type Air Waybills, Bills of Lading, or other documents.



The steps, screens and tabs for creating shipments are the same for import and export, so we will use an export shipment as an example. Afterwards, we will discuss how imports differ.

To create Back-to-Back shipments, use the Actions button in a Booking.

The first example illustrates how to use the Straight shipment wizard. We will use an export air shipment as an example.

The second example explains how to use the Consolidation wizard to create an export ocean shipment.

Create an Air Export Shipment

This topic explains how to create an air export shipment transaction in Magaya software using the shipment wizard. This is an example of a straight shipment.

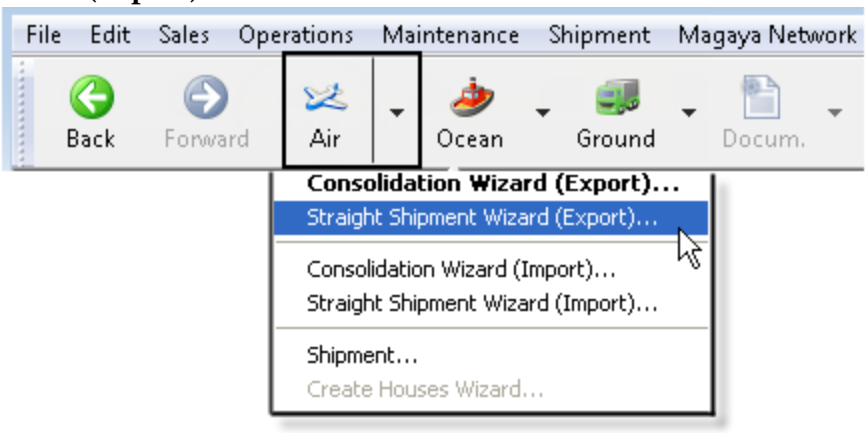
Note: While this topic explains how to create a shipment using the wizard, shipments can also be created by right-clicking on the shipment folder in the left menu and adding a shipment.

Use the Wizard to Create a Shipment

Follow the instructions below to create an Air Export shipment using the Straight Shipment wizard. *Note*: The procedure for straight ocean and ground shipments is the same as this example.

Tip: Straight shipments are often created if you are not working with a destination agent.

Go to the toolbar across the top of Magaya Explorer and click the arrow on the side of the Air button. From the dropdown menu, select **Straight Shipment Wizard Air (Export)**

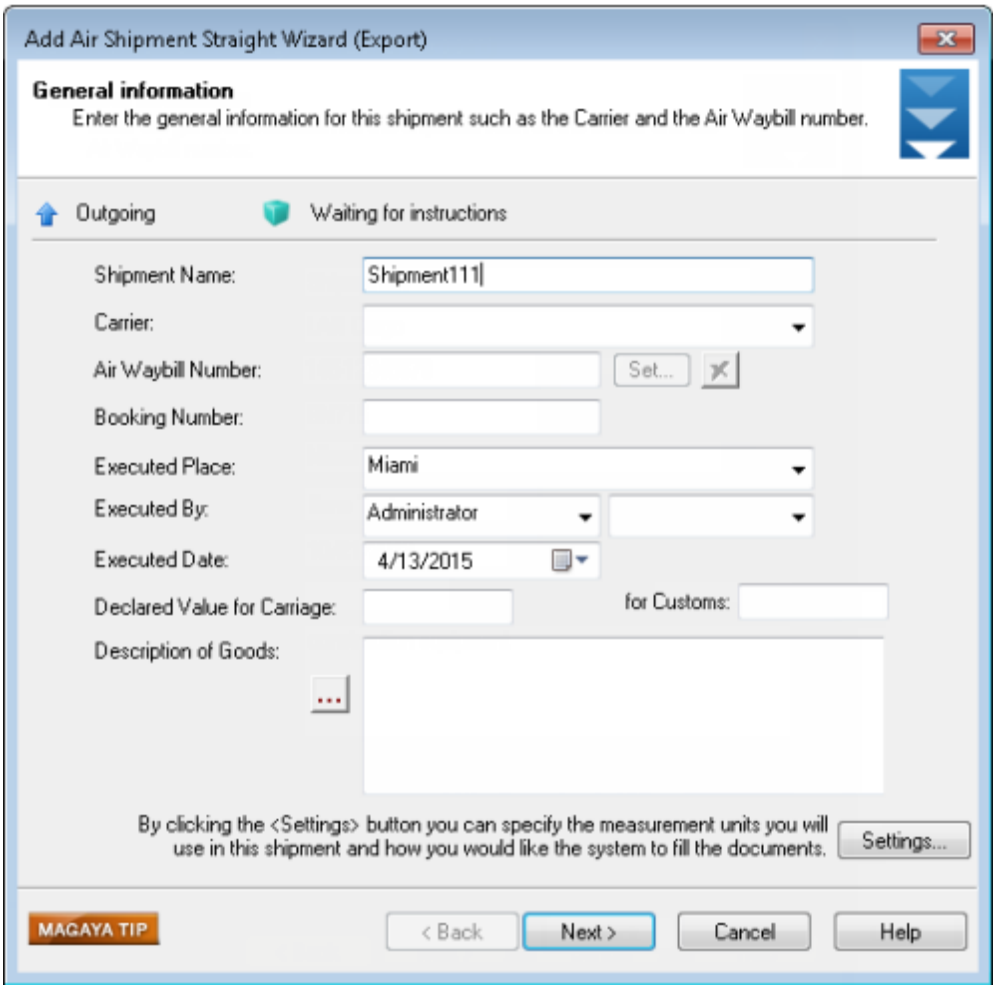


Enter information in the wizard screens according to the steps below. Note: Each screen contains instructions.

General Screen in the Straight Air Export Wizard

1) The first screen of the wizard is the "General" screen. Notice that the Shipment Name is filled in automatically. (It can be changed by typing over it).

- Select the carrier from the dropdown menu (this example uses LAN Cargo). You can add the carrier in the dropdown if it is not listed by clicking on the + plus sign.



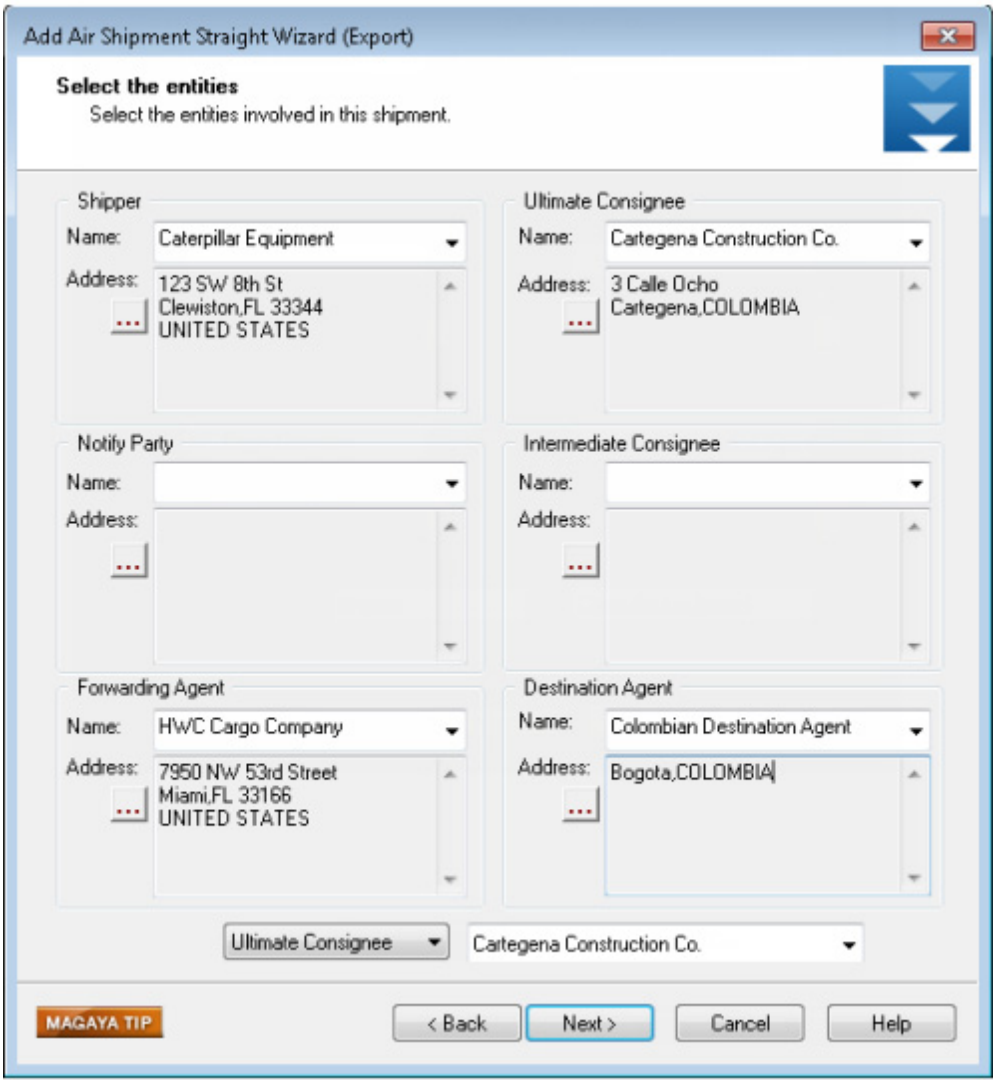
- Enter the Air Waybill Number (or click the Set button to select from a preset list of numbers.) *Notes*: A carrier must be selected to activate the "Set" button. To set up AWB numbering, go to Maintenance > Carriers. Click on the carrier and go to the Airline tab.) Setting AWB numbers by IATA compliance is explained in the Magaya Software Customization Manual.
- Enter the Booking Number (optional).
- Select the place where the shipment is being executed (in this example the executed place is Miami; this is not the departure city).

- The fields for “Executed By” and “Executed Date” are filled in by the system. Change them as needed.
- Enter the Declared Value for Carriage and for US Customs. (If you leave these fields blank, “NVD” for No Value Declared and “NCV” will appear on the Air Waybill form.)
- Enter a description of the goods, if you know it (optional). This description will appear in the Master air waybill; the individual cargo will not be listed. (Note: The button with the three dots next to the Description field is used to add clauses to the description. Select a clause or add a new one.)
- Click the “Next” button.

Entities Screen in Straight Air Export Wizard

1) Enter the information in the **Entities** tab as follows:

- Select the Shipper from the dropdown list.



Notes: This dropdown and others on the screen show all the entities, not just the Shippers. If it's a long list, type the first letter of the company you want, and the list will go to that part of the list. If you are creating an EEI for this shipment, the Shipper must has an ID number in their profile (in the Maintenance folder).

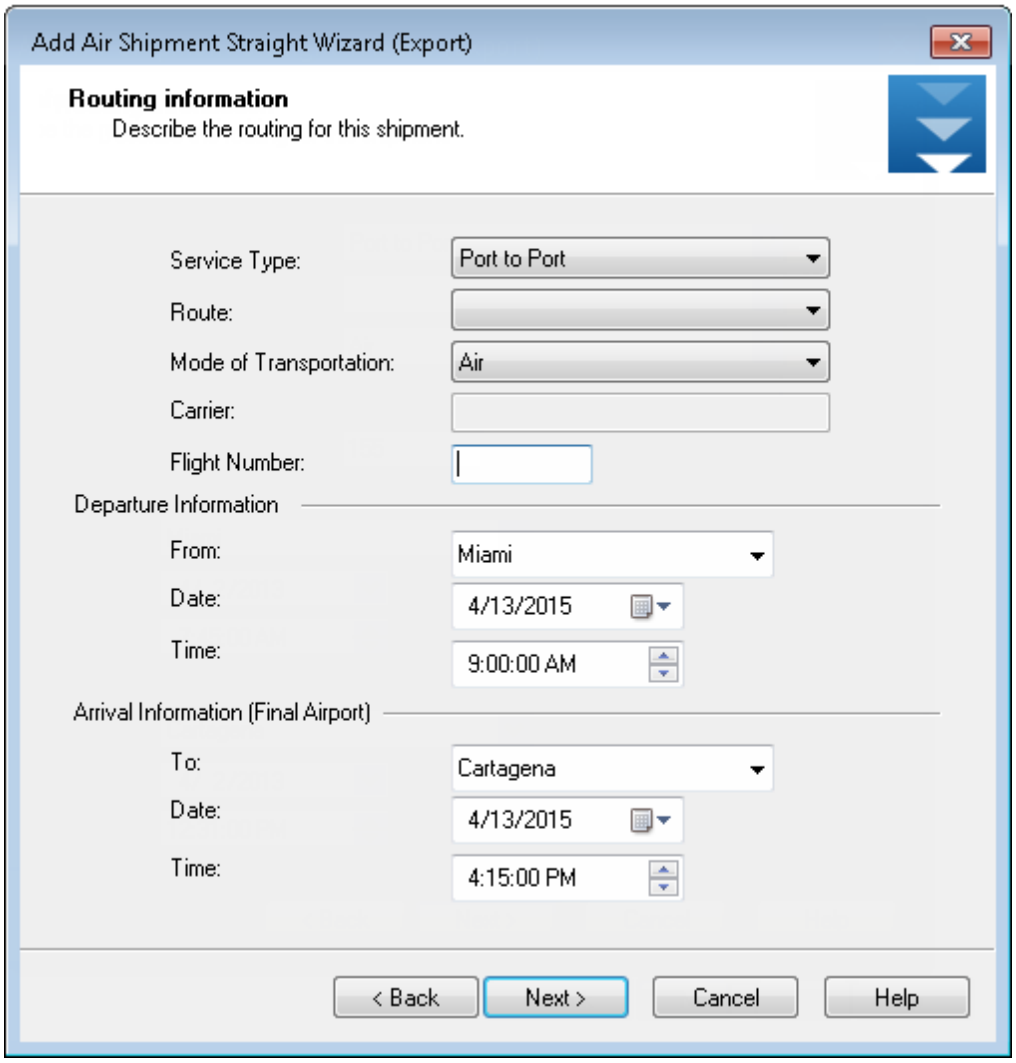
- Select the Ultimate Consignee.
- Select the party to notify and the intermediate consignee if applicable.

- Select the Forwarding Agent. (This is your company if you are a freight forwarder. It's taken from the "My Company Info" automatically for straight shipments.)
- Select the Destination Agent. (When a freight forwarder creates a straight shipment, the carrier may handle the transactions instead of a destination agent. If so, the Liquidation will show what amount is owed to you.)
- The fields for "Client to bill" will be filled in automatically based on the information you entered.
- Click the "Next" button.

Routing Screen in Straight Air Export Wizard

1) Enter the information in the **Routing** tab for the shipment:

- Select the Service Type.

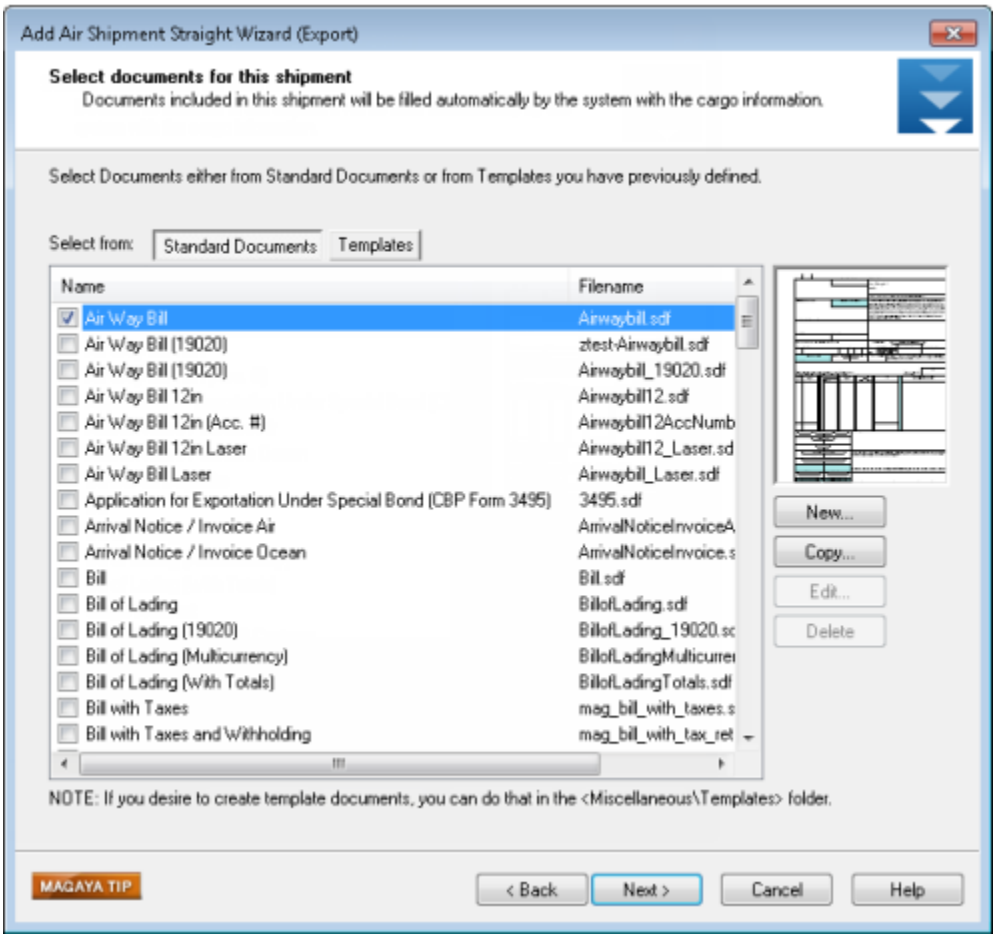


- Select the Route if you are using the Routes feature. (See the section on Routes to learn how to create routes and use them; all the route details will fill in automatically.)
- The Mode of Transportation and the Carrier fields are filled in automatically. (*Note*: The button with the three dots opens a list of additional modes of transportation you can choose from if needed.)
- Enter the flight number. If this is a passenger-only flight, only cargo from a known shipper can be loaded. The Known Shipper status is found on the entity's profile dialog box on the "Pmt Terms" tab.

- Fill in the Departure and Arrival information by using the drop-down menus.
- Click the "Next" button.

Documents Screen in Straight Air Export Wizard

1) Select the **documents** you need to add to this air shipment:



- For example, click in the box next to the document you want such as the Air Waybill option. A checkmark appears in the box next to the document name. This air waybill will now appear with your shipment documentation, and all the information from this wizard will

appear in it. You do not need to type the document or fill it in by hand. You can add as many documents as needed.

For definition of each AWB type in Magaya, please see the topic "Air Waybill Printing Tips." It explains the difference between laser, 12 inch and dot matrix pre-printed forms.

Extra Info: Documents can also be viewed online in LiveTrack by your customers and agents based on the permissions you set up for them. For steps, see the *Magaya Software Customization Manual*.

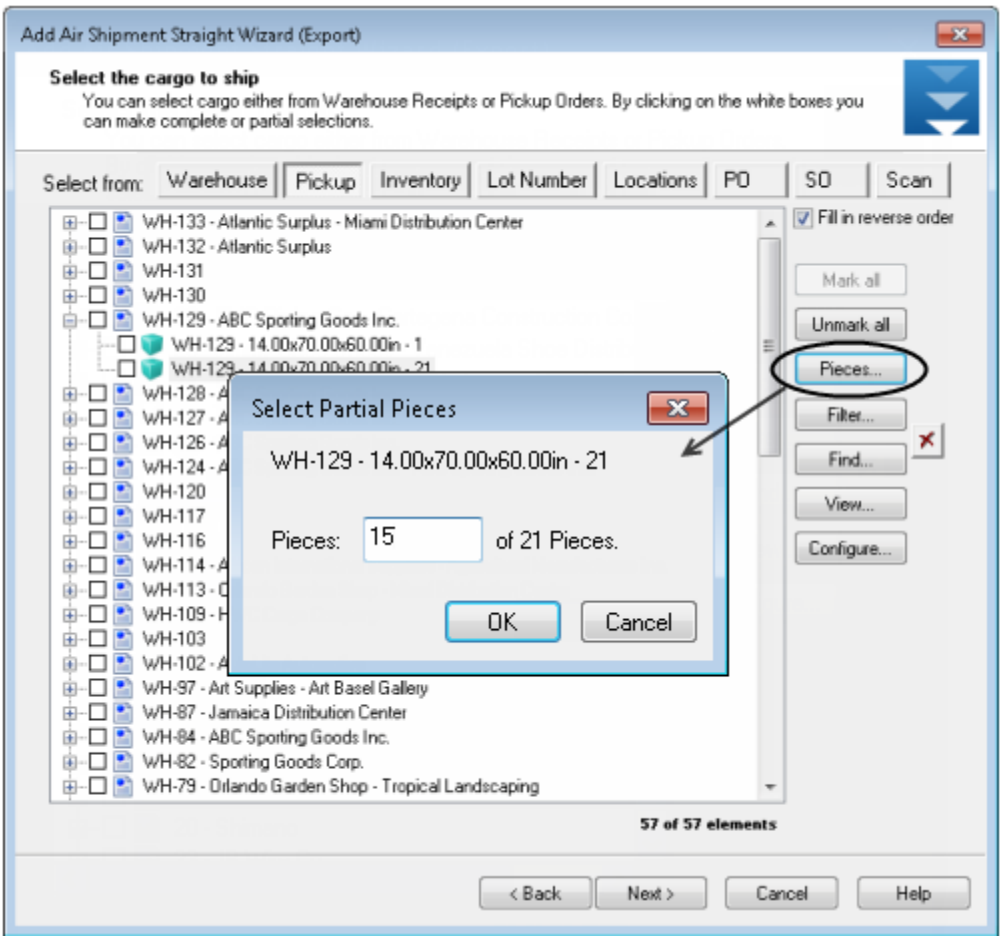
Tip: If you have documents that contain information that you use regularly and repeat, use the "Templates" button. Templates can be created by copying a document into the Template folder, located in the Miscellaneous folder. Examples include a letter of credit in a Bill of Lading with banking information that you added and which will be the same for many shipments.

Add Other Documents: To add other documents such as a PDF of a Letter of Credit, complete the wizard and click the Attachments tab.

- Click the "Next" button.

Cargo Screen in Straight Air Export Wizard

1) You can select cargo from different locations or previous transactions by clicking on the button across the top of the screen. This example selects from the Warehouse Receipts (in the Magaya Supply Chain Solution):



Notes: Your view of this screen in the wizard will vary from this screenshot depending on which Magaya software product you are using.

If you do not see the items you are looking for, verify if a filter is on, limiting the cargo you see, or verify if the cargo is from a known shipper.

If your system is configured to prevent loading items that are in a Receiving location, you will get an error message when attempting to load these items. It's set in Maintenance > Configuration > WMS.

The following list explains the tabs and their functions. Not all tabs are available in all software products.

- Warehouse: To select from the Warehouse Receipt (to ship the same way you received the items). Notes: Any charges from the WR will be carried over into the shipment and appear in the Charges tab. This screenshot

shows how to select a partial quantity of pieces from the WR instead of all the items. The description of the items is "Diesel fuel conditioner." The numbers before the description (38-10-24) are: 38 items available, Pickup Order number 10, and Warehouse Receipt number 24. (The order of these fields can be changed by clicking on the Configure button.)

To select all the WRs, click "Mark All." All items are availabe to be selected except those in Pending Tasks or On Hold.

- Pickup: For cargo that does not come to your warehouse. To include items from a Pickup Order into a Shipment, the Pickup Order must have a status of "Arriving."

  To select all the PU Orders, click "Mark All." All items are availabe to be selected except those in Pending Tasks or On Hold.

- Inventory: To ship by part numbers (used by distributors). The "Mark All" button is only active after you select a part number. These items are On Hand.

- Lot Numbers: Select from lot numbers

- Scan: For using handheld scanners to scan barcodes. Magaya Bar Code plug-in required.

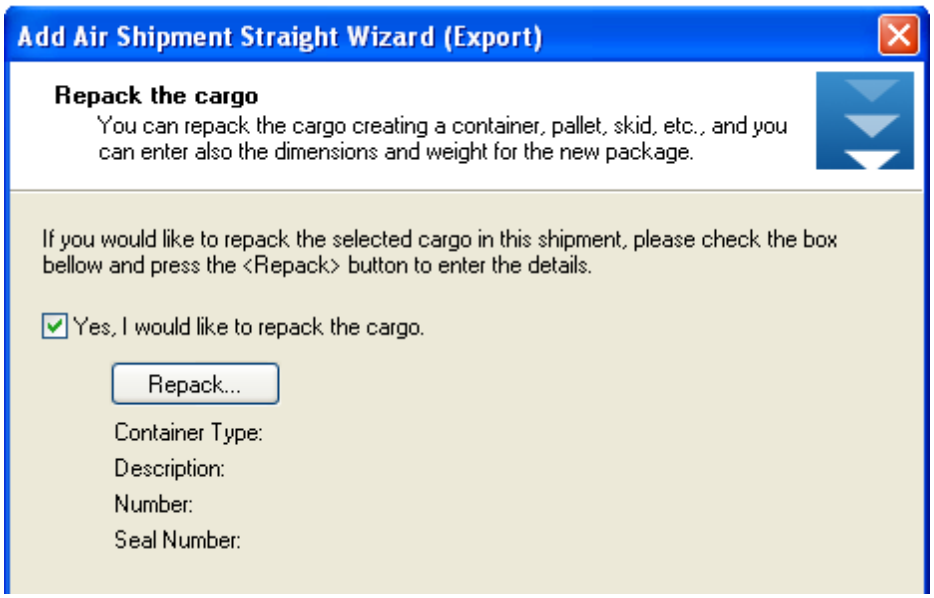
- Locations: Select items directly from locations in the warehouse. The "Mark All" button is only active after you select a Location in the warehouse. All items in that Location are available to be selected except those in Pending Tasks or On Hold.

- PO or SO: Use these to select items from Purchase Orders or Sales Orders.

Click the "Next" button to continue.

Repack Screen in the Straight Air Export Wizard

If you need to repack, click on the “Repack button.” A dialog box opens. This will pack all the items inside one container.


Add Air Shipment Straight Wizard (Export)
Repack the cargo
You can repack the cargo creating a container, pallet, skid, etc., and you can enter also the dimensions and weight for the new package.
If you would like to repack the selected cargo in this shipment, please check the box bellow and press the <Repack> button to enter the details.
Yes, I would like to repack the cargo.
Repack...
Container Type:
Description:
Number:
Seal Number:

If cargo is to be packed into more than one container, do NOT use this Repack button. Finish the wizard and then go to the shipment and use the "Repack" button in the Cargo Toolbar.

Enter the information in the repacking dialog box as needed:

- Select the container type and enter the dimensions. This can be an air container such as an LD or a regular pallet.
- Enter information in the other tabs as needed, and click the OK button when you are done. You will be returned to the shipment wizard.

For more details on working with repacking, see the section “Repack Cargo.”

Click the “Next” button to continue.

Save the Straight Air Export Transaction

To save the shipment transaction, select a folder:

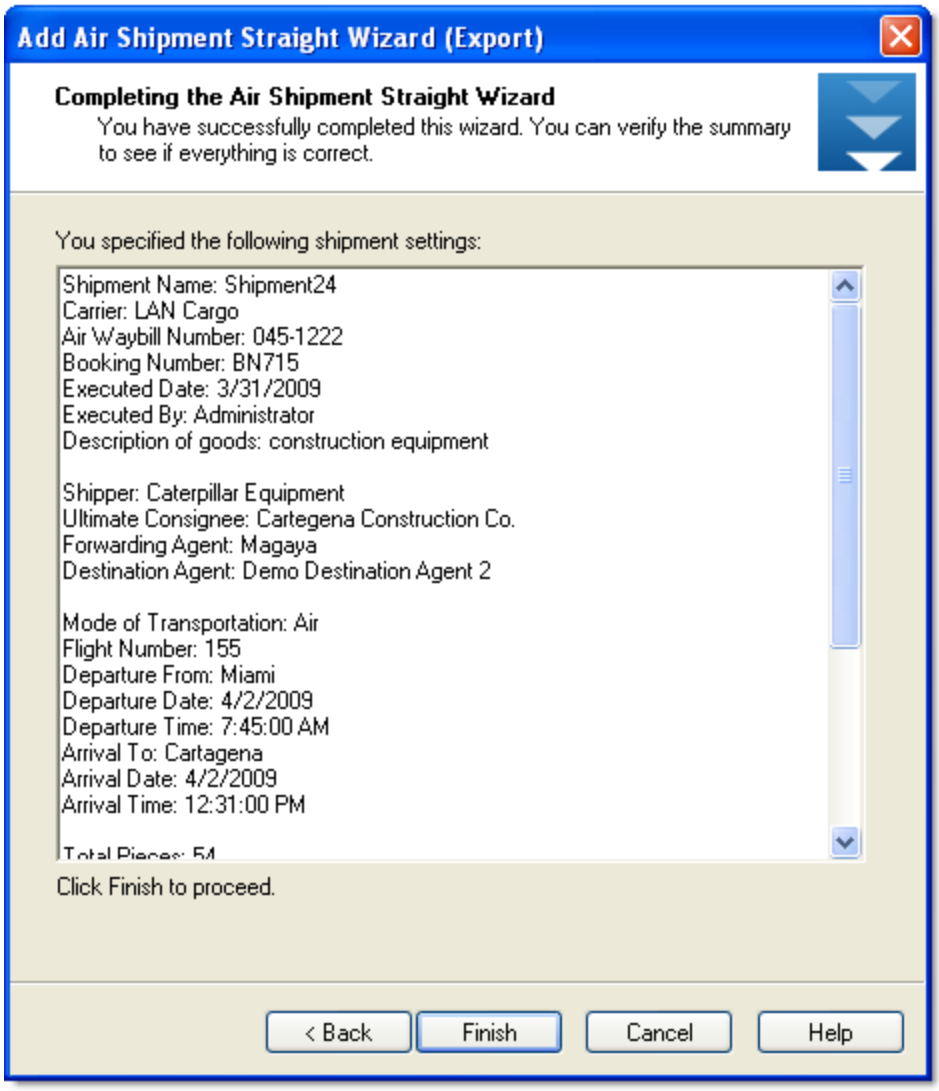
Add Air Shipment Straight Wizard (Export)
Select the folder
Shipments must be placed inside folders which can be created in the same way you work in real life.
You must select a folder to place this shipment. A folder is a repository which can contain shipments, documents and other folders.
Outgoing Shipments
2010
2011
2012
2013
Air
Ocean
Ground
From Online Shipments
New Folder
Delete
This is a sample folder structure you can create for your company.
Outgoing Shipments

Extra Info: If you need to add a new folder, click the New Folder button.

When done, click to the next screen in the wizard.

Summary Screen the Straight Air Export Wizard

Verify the information in the Summary screen.


Add Air Shipment Straight Wizard (Export)
Completing the Air Shipment Straight Wizard
You have successfully completed this wizard. You can verify the summary to see if everything is correct.
You specified the following shipment settings:
Shipment Name: Shipment24
Carrier: LAN Cargo
Air Waybill Number: 045-1222
Booking Number: BN715
Executed Date: 3/31/2009
Executed By: Administrator
Description of goods: construction equipment
Shipper: Caterpillar Equipment
Ultimate Consignee: Cartegena Construction Co.
Forwarding Agent: Magaya
Destination Agent: Demo Destination Agent 2
Mode of Transportation: Air
Flight Number: 155
Departure From: Miami
Departure Date: 4/2/2009
Departure Time: 7:45:00 AM
Arrival To: Cartagena
Arrival Date: 4/2/2009
Arrival Time: 12:31:00 PM
Click Finish to proceed.
< Back
Finish
Cancel
Help

To make any changes, click the "Back" button to go to the screen you need to edit. You can also make changes after finishing the wizard.

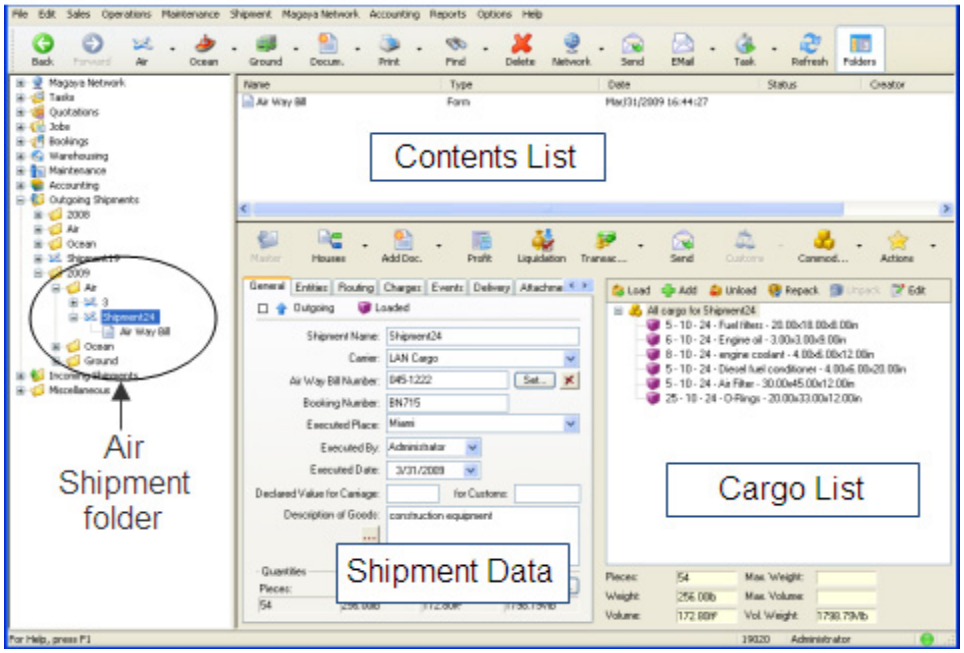
View the Saved Shipment Transaction

All the information from the wizard is automatically transferred to create a shipment.

The documents appear in the top pane of the shipment screen with all the details from the wizard automatically filled in. Click on a document to view it.

If you added cargo, it appears in the right panel. The details of the shipment are in the tabs. These panes can be widened by clicking and dragging the separator line.

The structure of the shipment is displayed on the left menu. The master is on the top and any houses for a consolidiation are under the master.



In the Cargo list, cargo can be unpacked and repacked as needed. More cargo can be added or unloaded. The totals for the number of pieces and weight and volume are displayed on the bottom.

From here you can set the shipment in transit, liquidate it, and other choices. These are explained in detail in the topic "Working with Shipments".

When ready to send EEI export information to US Customs or shipping instructions to INTTRA, click the Actions button or Customs button for options. See details for these functions in the Magaya Knowledgebase (http://knowledge.magaya.com) and the *Magaya Software Communications Manual*.

Split a Shipment to Make Subhouses

If you have a shipment with one House that contains cargo from different WRs, you can split that House so you can file EEIs for each House and declare the cargo for each shipper.

1) Click the arrow on the side of the Houses button on the Shipment Toolbar, and select the option "Breakdown into Subshipments".

2) In the dialog box that opens, select how you want to split the Houses:

   - Same Shipper
   - Same Consignee
   - Same Shipper and Consignee (this creates a consolidation)

Other options in the dialog box (usually used when converting a straight shipment into a consolidation):

- Generate charges for the newly created houses
- Include default documents to the newly created houses

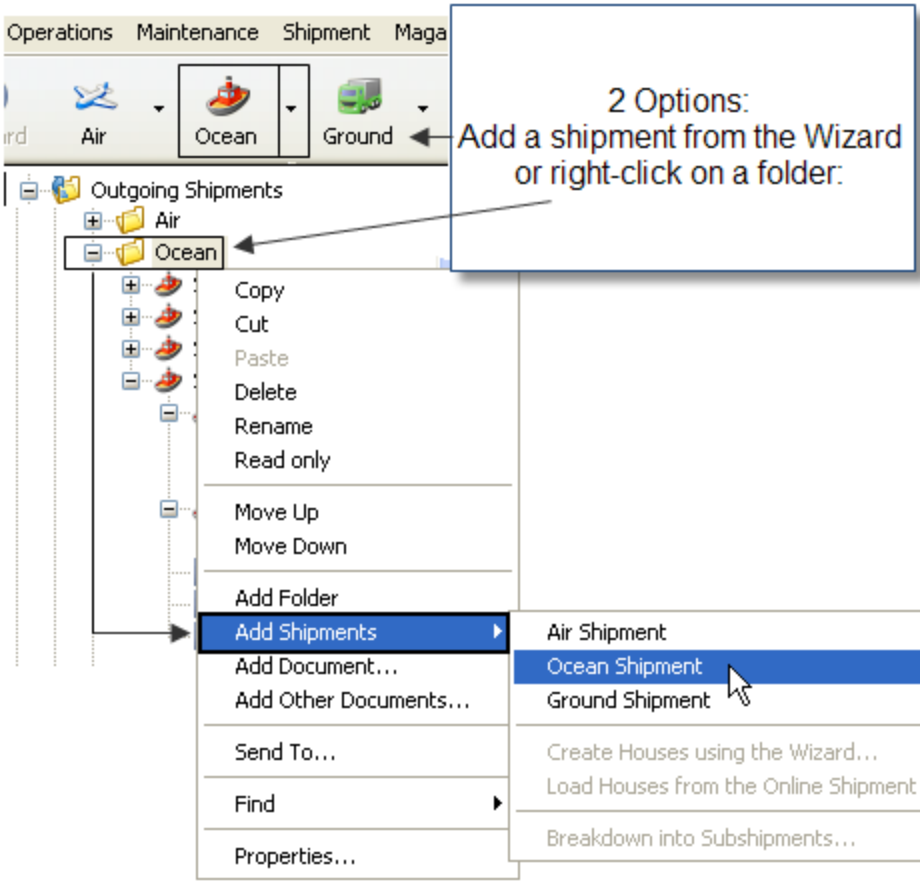
Click the Refresh button to see the subhouses created.

Then you can file the EEI for each House as needed. Customs will send the ITN information back to you.

Create an Ocean Consolidation Export

This topic demonstrates how to create a consolidated ocean export shipment transaction in Magaya software using the wizard. The procedure is the same for air and ground consolidations.

Note: While this topic explains how to create a shipment using the wizard, shipments can also be created by right-clicking on the shipment folder in the left menu and adding a shipment.

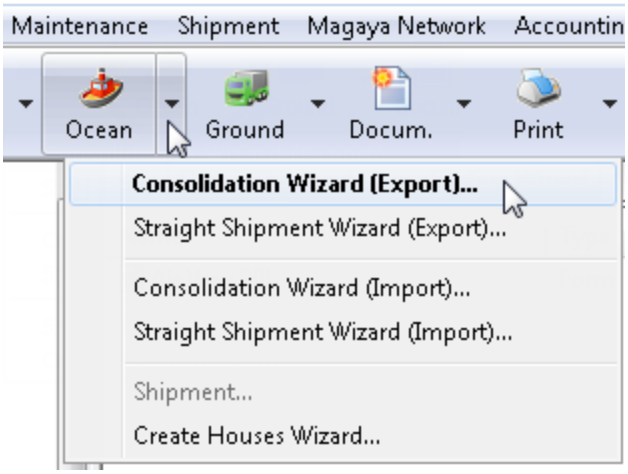


To include container Waybill notes in the Bill of Lading, select the option in Maintenance > Configuration > Ocean. If you have the connection with INTTRA, you can configure your Magaya system to send container waybill notes in INTTRA requests.

In a Shipment, the Container dialog box has a tab called "Waybill Notes." This is where to add the notes. Click the button to add notes.

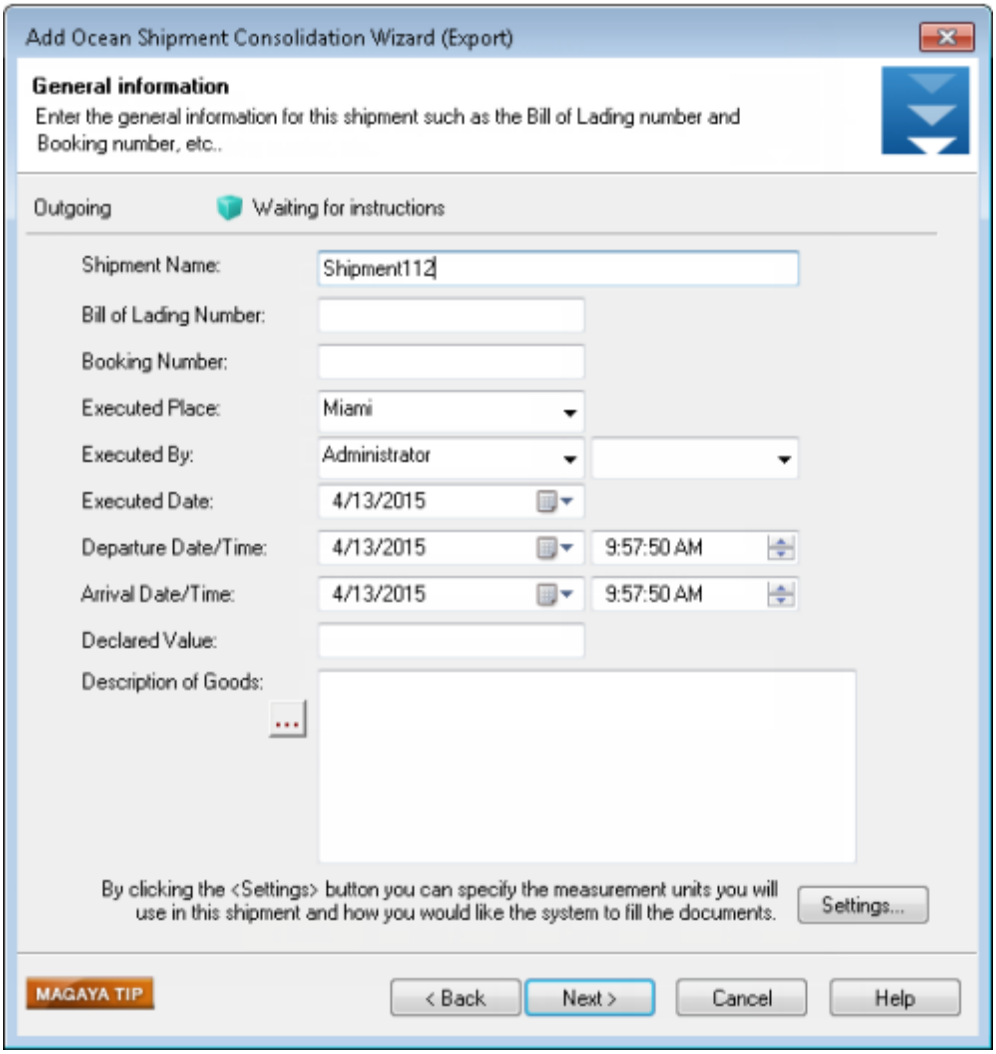
Steps to Create an Ocean Consolidation Export

1) Click the arrow on the side of the Ocean button and select "Consolidation Wizard (Export)" from the dropdown menu.



2) Enter general information about the shipment in the first screen of the

wizard:



- The shipment name is filled in automatically. To change it, type over it. (To set up numbering, go to Options > Configuration > Document Numbers.)
- Enter the Master Bill of Lading Number (from the shipping line). *Note*: The system can be configured to ensure that duplicate BL numbers are not entered. See Configuration > Ocean.
- Enter the Booking Number (from the shipping line).
- Select the place where the shipment is being executed (in this example the place is Miami). The system pulls this from you profile in "My Company Info." This field is required if sending shipping instructions to INTTRA.
- The fields for "Executed By" and "Executed Date" are filled in by the system with today's date. To change them, use the dropdown menu.

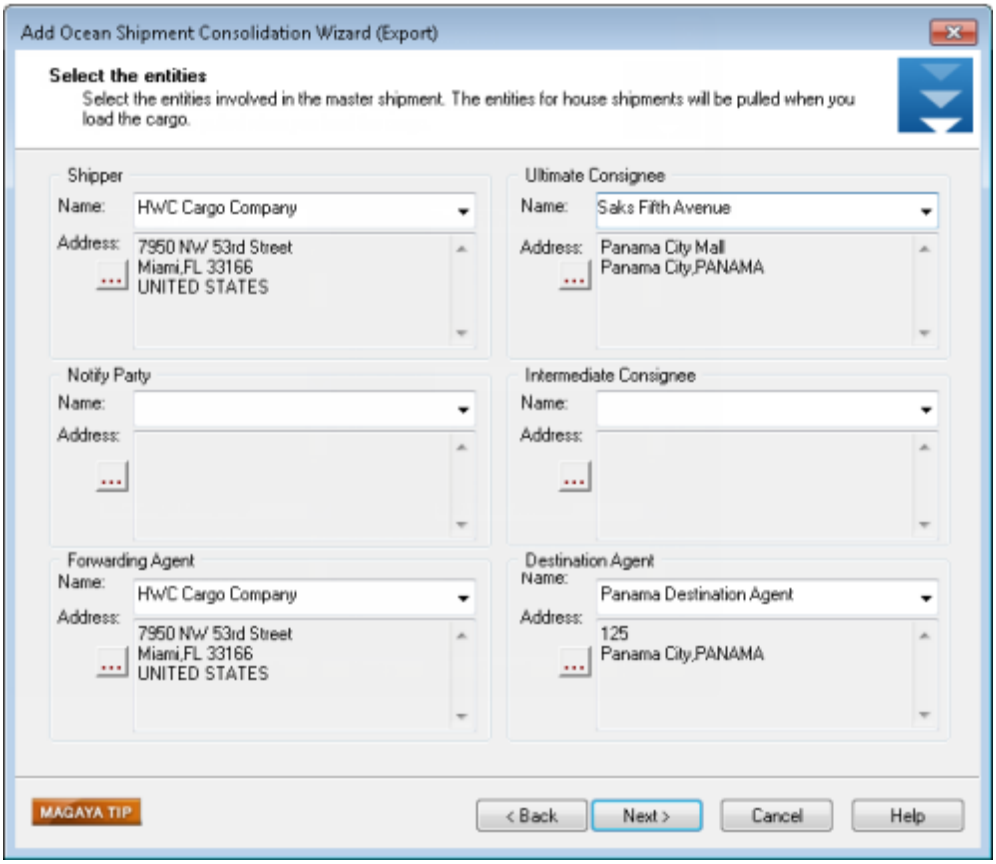
- Enter the Declared Value. (If you leave this blank, the system will fill in “NVD” (No Value Declared) in the Bill of Lading.
- Enter a general description of the goods, if you know it (optional). Add a preset clause to the description field by clicking on the button with the three dots. An example of a preset clause is “Consolidation as per attached cargo manifest.”
- Click the "Next" button to go to the next screen in the wizard.

3) Enter information in the **Entities tab at the Master level** as follows:

Remember: The Master Bill of Lading is the contract from the ocean carrier to the freight forwarder or logistics provider.

- Select the Shipper from the dropdown list.

  Note: The Shipper will be filled in automatically with your company information (if you are a freight forwarder). If you are creating and sending an EEI for this shipment, the Shipper must have an ID number in their profile (in the Maintenance folder of Magaya Explorer).



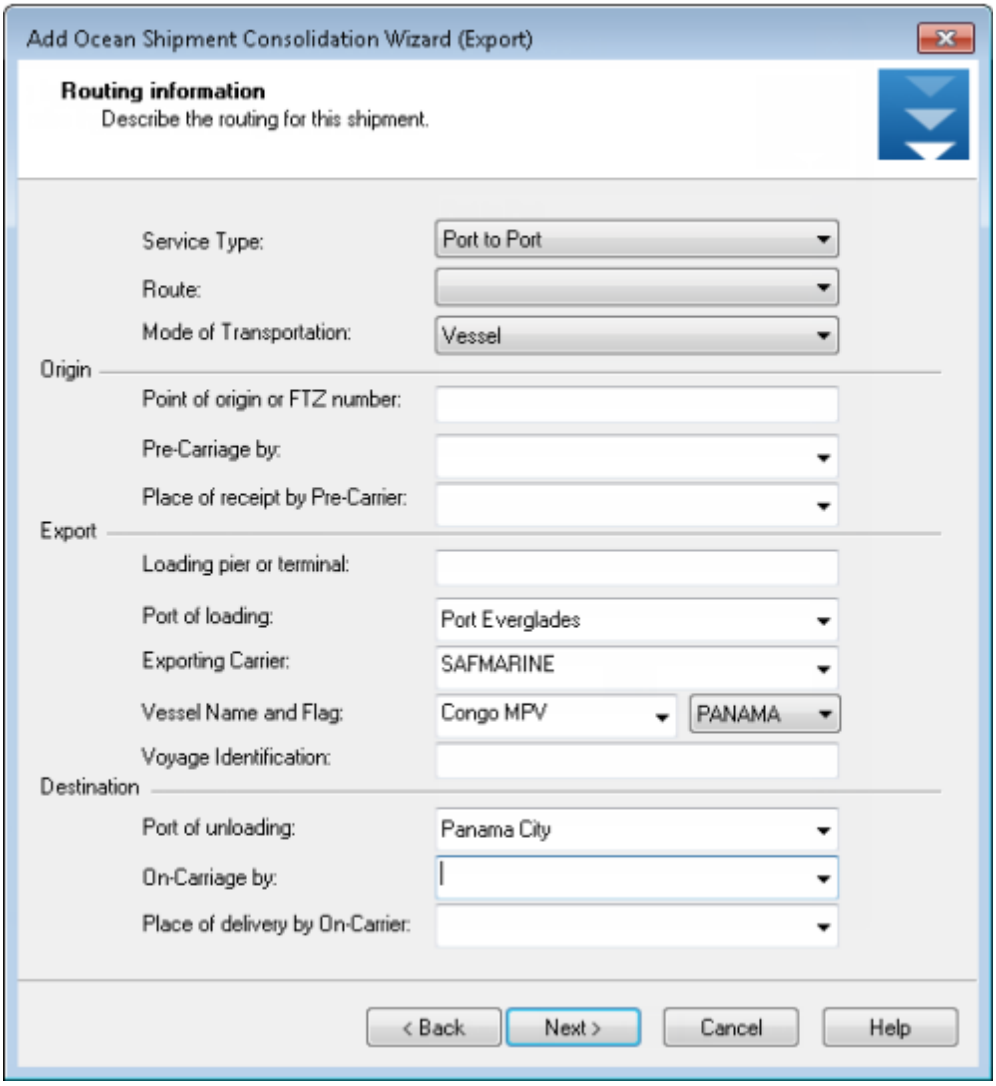
- Select the Ultimate Consignee. (For a consolidation, the consignee will be the destination agent.)

- Select the party to notify and the intermediate consignee if applicable.
- Select the Forwarding Agent. (This is your company if you are a freight forwarder.)
- Select the Destination Agent.
- Click the "Next" button.

4) Enter information in the **Routing tab** as follows (in a consolidation, the routing information will be copied to all the Houses):

- Select the Service Type: Port to Port, Door to Port, Door to Door, or Port to Door. The option for Port to Port is selected by default.

  If using a Route, select it here. Details from the route and its segments will fill in automatically. See the section “Routes” for more details.

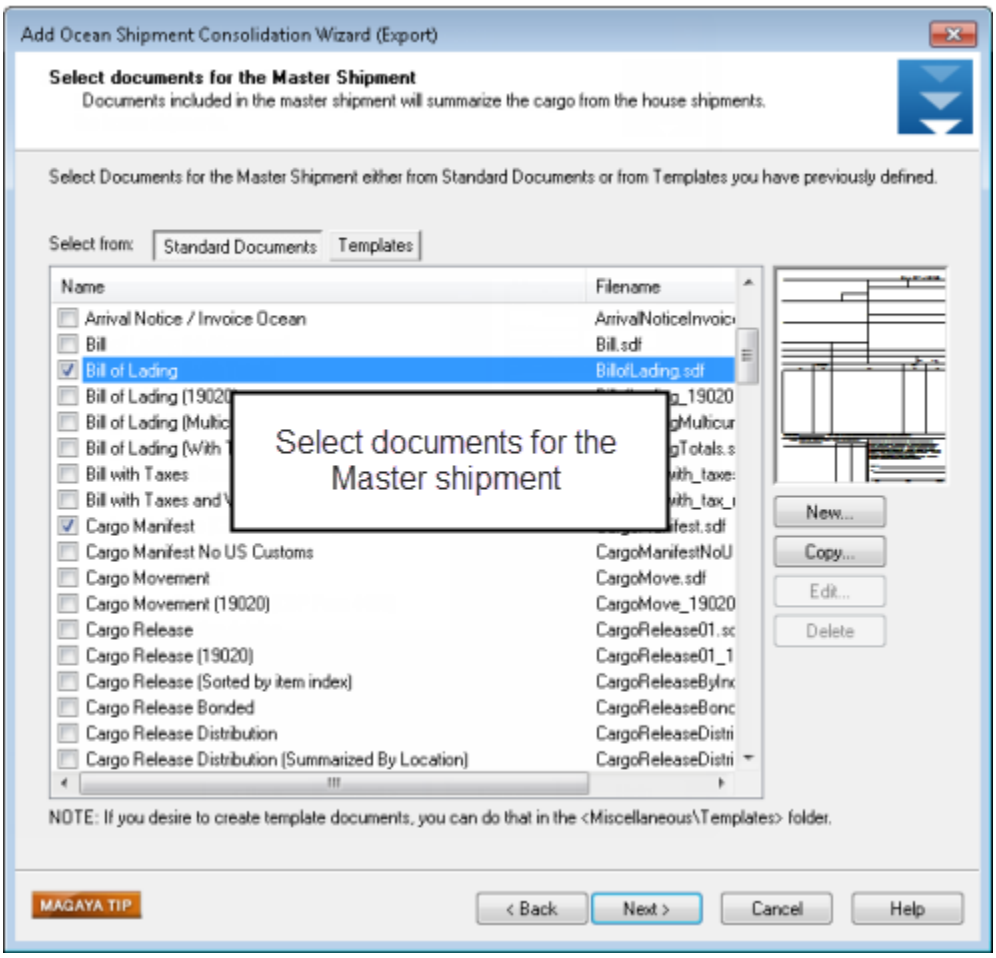


- The Mode of Transportation field is filled in automatically. (*Note*: The system will display only maritime type transportation options when you are in the ocean wizard. For more options, click on the button with the three dots. *Note*: A “Vessel” is LCL. A “Vessel, Containerized” is FCL.)
- For the Origin: Enter the point of origin or the Free Trade Zone (FTZ) number. The point of origin is the city where the transportation starts. Select the pre-carriage company and where they will pick up the items.
- For the Export: Enter the pier or terminal name or number. Select the port where the cargo will be loaded. Select the exporting carrier (the shipping line). Select the vessel name and flag, and enter the voyage ID number.
- For the Destination: Select the port where the cargo will be unloaded, who will do the carriage, and the place (city) where the cargo will be delivered by on-carrier (this is from the Ports list in the Maintenance folder).
- Click the "Next" button.

5) Select the **documents** for the **Master** shipment:

- For example, click on the checkbox for Bill of Lading and Cargo Manifest options. A checkmark appears in the box next to the document name. These documents will now appear with your shipment

documentation, and all the information from this wizard will appear in the applicable fields in the documents.



Extra Info: Documents can be viewed online in LiveTrack. To change which documents are displayed online, go to Maintenance > Configuration >Shipment Documents. For steps, see the *Magaya Software Customization Manual*.

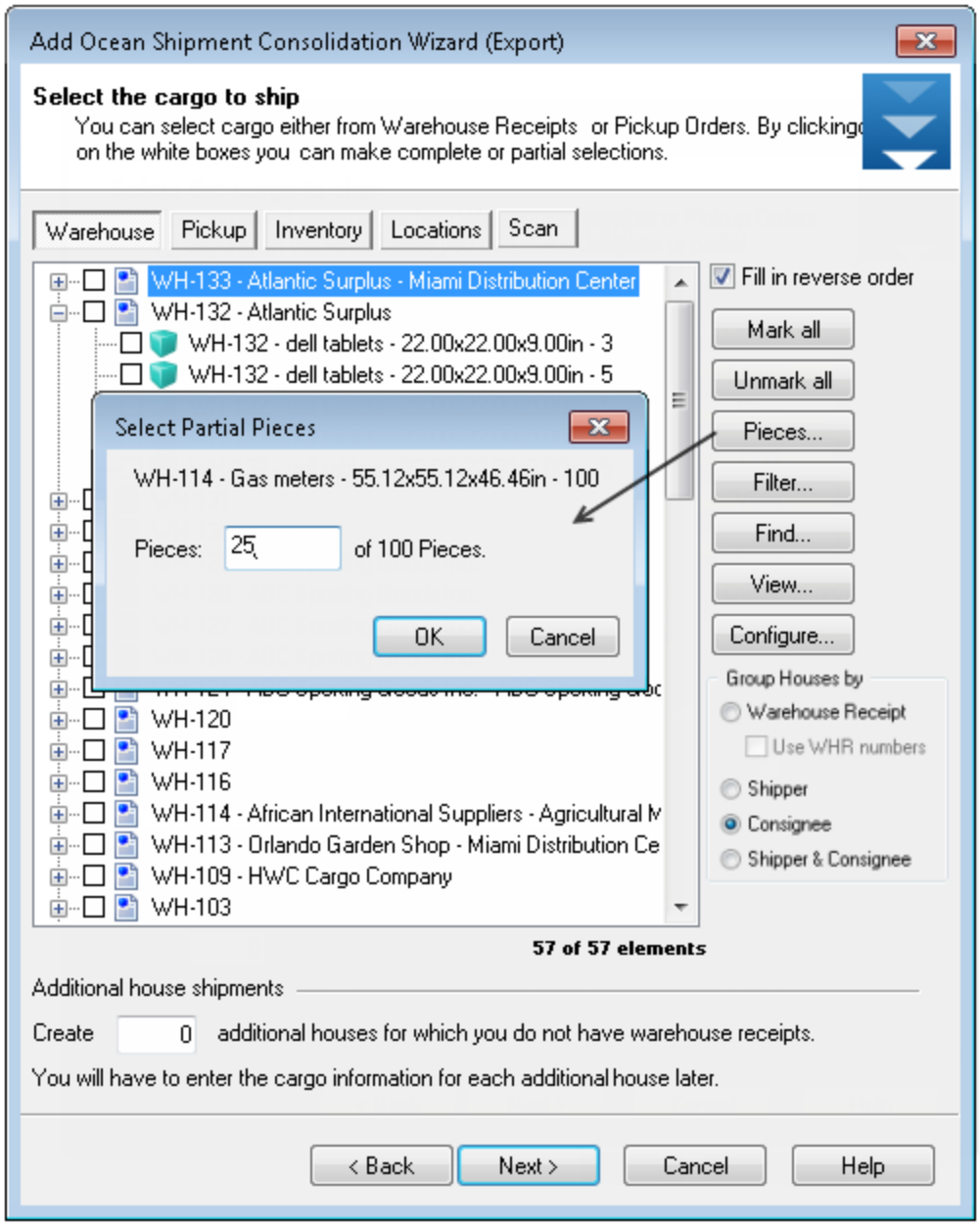
Add Other Documents: To add other documents such as a PDF of a Letter of Credit, complete the wizard and click the Attachments tab.

Use the "Templates" button to use documents that contain information that you use regularly and repeat. (Templates can be created by copying a document into the Template folder, located in the Miscellaneous folder. Examples include a letter of credit in a Bill of Lading with banking information that you added and which will be the same for many shipments.

- Click the "Next" button.

6) Select the **cargo** you need to ship. You can choose to select cargo, vehicles, or inventory from previous transactions such as Warehouse Receipts, locations, inventory, etc.

- **Warehouse**: To select from the Warehouse Receipt (this means you can ship the same way you received the items. You can also select partiail pieces in a WR instead of all the items).



Note: The screens vary, depending on which software you use.

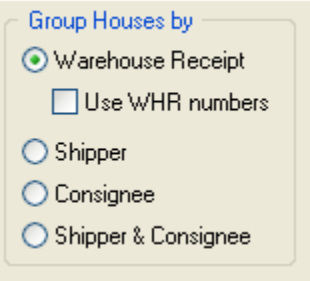
How to read the numbers before the item description: The first number is the total number of items available, and the following numbers are the Pickup Order and WR (if there was a WR).

When loading items into a Shipment from WRs, all items are availabe to be selected except those in Pending Tasks or On Hold. Just click "Mark All."

- **Pickup**: For cargo that does not come to your warehouse. All items are availabe to be selected except those in Pending Tasks or On Hold. Just click "Mark All."
- **Inventory**: To ship by part numbers (used by distributors). The "Mark All" button is only active after you select a part number. These items are On Hand.
- **Locations**: To select items from locations in the warehouse. The "Mark All" button is only active after you select a Location in the warehouse. All items in that Location are available to be selected except those in Pending Tasks or On Hold.
- **Scan**: For using handheld scanners to scan barcodes.

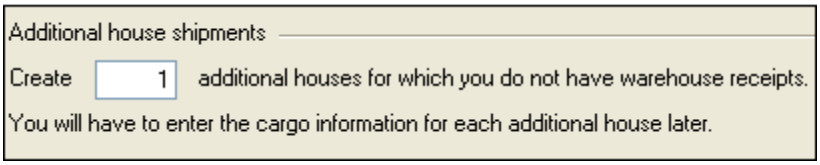
To Group Houses:

The Houses are grouped by Warehouse Receipt by default (the number of WR's equals the number of Houses that will be created). Any custom fields created for the WR will be carried over to the shipment.

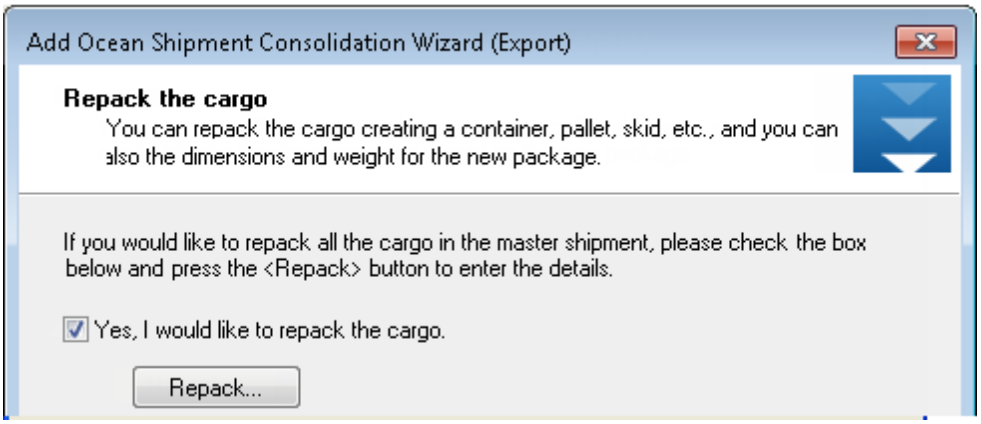


To select another way to group the cargo, select the radio button you want. (This step does not repack the cargo; it organizes the documentation. You can organize the documents based on who is paying and how much detail you want on their documents. For example if the consignee is paying and they want one House, then group by consignee. If they want one House per shipper, group by shipper.)

You can add a House for cargo that does not have a warehouse receipt by clicking in the box to add additional houses and typing in the number of Houses. You can also use this option if you want to group the items in a different way.


Additional house shipments
Create
1
additional houses for which you do not have warehouse receipts.
You will have to enter the cargo information for each additional house later.

7) If you would like to repack the cargo, click the "Yes" checkbox. Then click the Repack button and fill in the information in the repack dialog box.

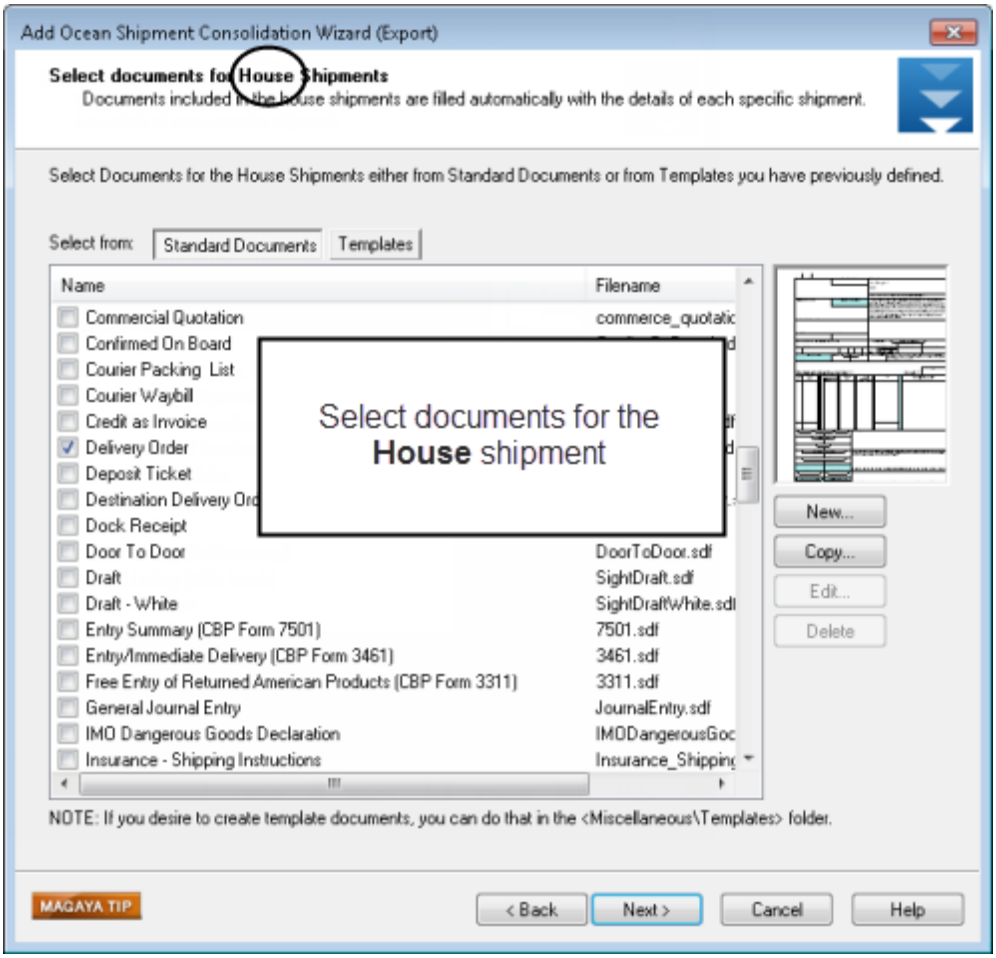

Add Ocean Shipment Consolidation Wizard (Export)
Repack the cargo
You can repack the cargo creating a container, pallet, skid, etc., and you can also the dimensions and weight for the new package.
If you would like to repack all the cargo in the master shipment, please check the box below and press the <Repack> button to enter the details.
Yes, I would like to repack the cargo.
Repack...

This will repack the cargo from all Houses into one container at the Master level. For more details, see the section "Repack Cargo".

Go to the next screen in the wizard.

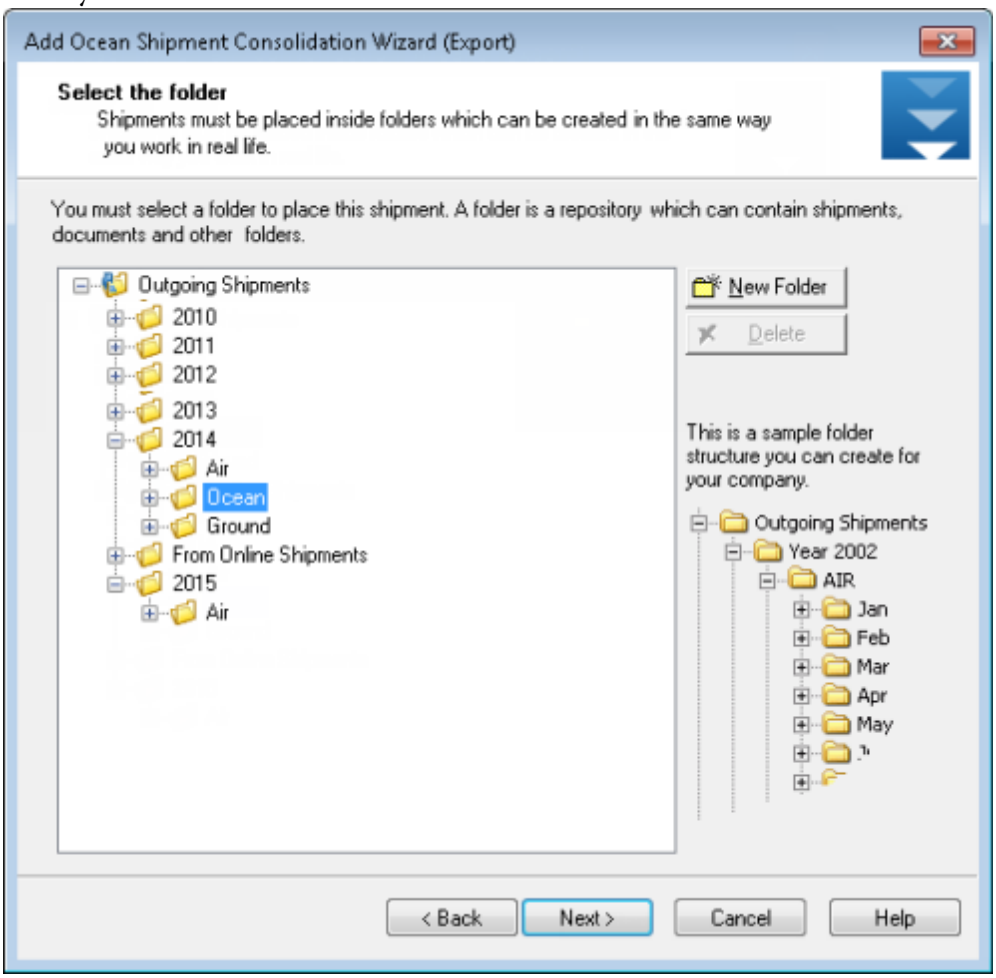
8) **Select documents for the House shipments**. (*Note*: The screen functions the same as the one for the Master shipment documents. remember: The House is the information per customer.)

Tip: Be sure a checkmark appears in the checkbox when you select a document. This will add the selected document to each House.



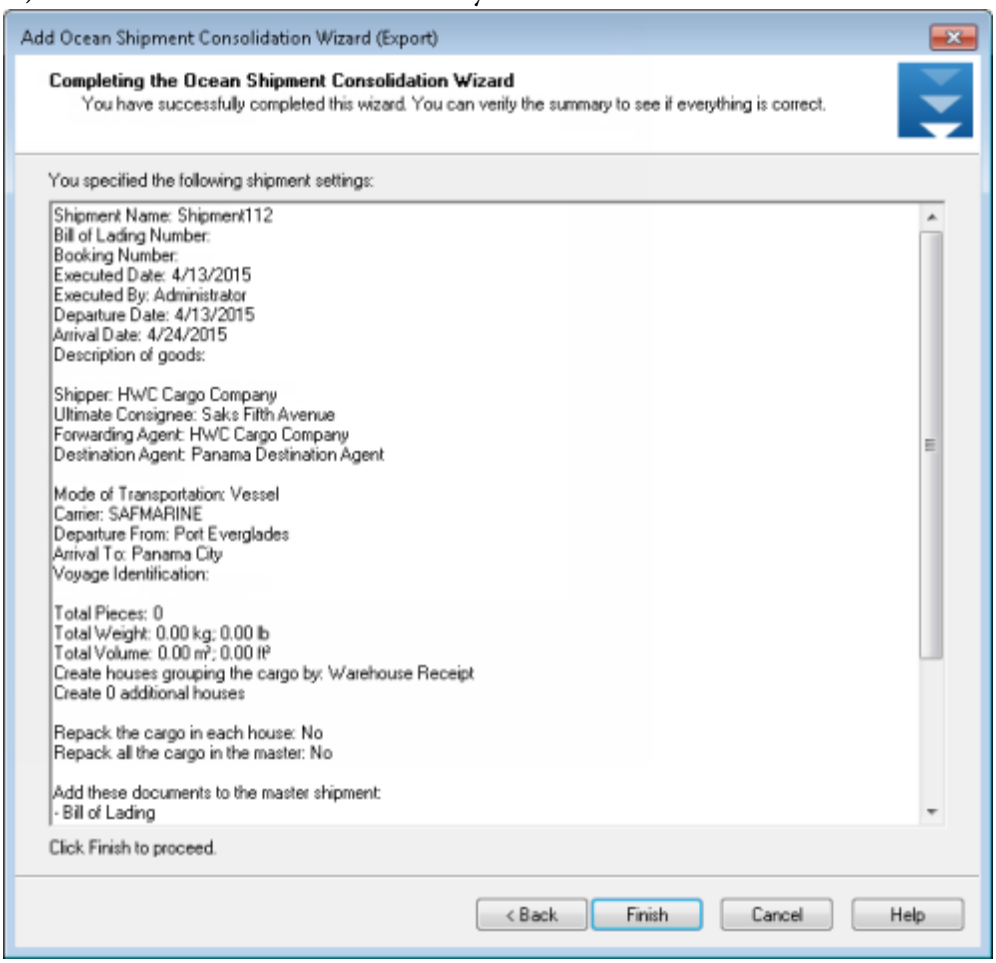
To Add More Documents after Completing the Wizard: If you need to add more documents later, click the "Add Doc." button on the shipment toolbar after completing the wizard. Another option is to attach documents to the Attachments tab (such as a PDF of a Letter of Credit).

9) Select a folder where you want to save the shipment in your Magaya system.



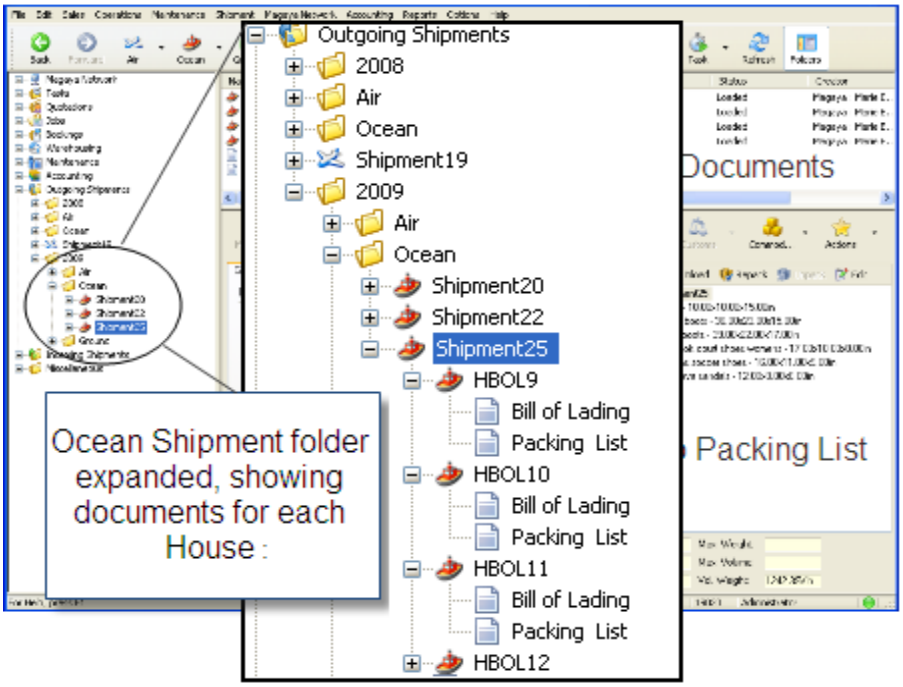
10) Verify the information about your shipment in the summary screen of the wizard. To make any changes, use the back buttons to go to the screen you need.

11) Click the "Finish" button when you are done.


Add Ocean Shipment Consolidation Wizard (Export)
Completing the Ocean Shipment Consolidation Wizard
You have successfully completed this wizard. You can verify the summary to see if everything is correct.
You specified the following shipment settings:
Shipment Name: Shipment112
Bill of Lading Number:
Booking Number:
Executed Date: 4/13/2015
Executed By: Administrator
Departure Date: 4/13/2015
Arrival Date: 4/24/2015
Description of goods:
Shipper: HWC Cargo Company
Ultimate Consignee: Saks Fifth Avenue
Forwarding Agent: HWC Cargo Company
Destination Agent: Panama Destination Agent
Mode of Transportation: Vessel
Carrier: SAFMARINE
Departure From: Port Everglades
Arrival To: Panama City
Voyage Identification:
Total Pieces: 0
Total Weight: 0.00 kg; 0.00 lb
Total Volume: 0.00 m³; 0.00 ft³
Create houses grouping the cargo by: Warehouse Receipt
Create 0 additional houses
Repack the cargo in each house: No
Repack all the cargo in the master: No
Add these documents to the master shipment:
- Bill of Lading
Click Finish to proceed.
< Back
Finish
Cancel
Help

All the information from the wizard is automatically transferred to create a shipment. Magaya Explorer places each document in the Shipment folder; lists the House Bills of Lading and other documents in the top pane; and the ship-

ment screens and tabs (the same as in the wizard) and the cargo packing list are displayed below the Shipment Toolbar and the Cargo Toolbar.



In the cargo list, cargo can be unpacked and repacked as needed. More cargo can be added or unloaded. The totals for the number of pieces and weight and volume are displayed on the bottom.

In the shipment screens and with the buttons on the toolbars you can set the shipment in transit, liquidate it, and other choices. These are explained in detail in the topic "Working with Shipments".

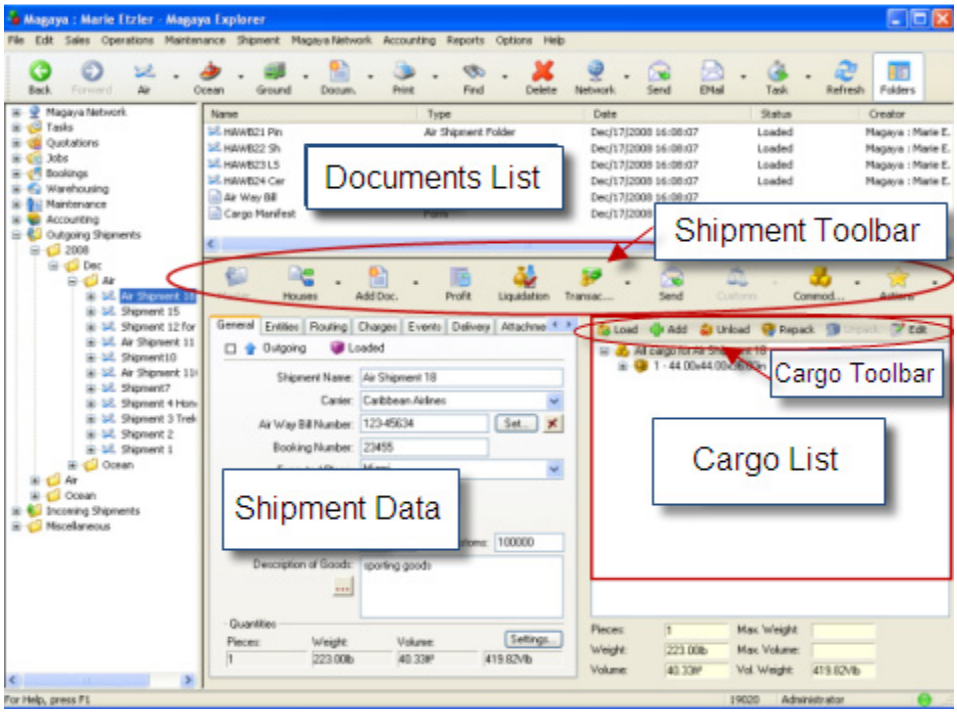
When ready to send EEI export information to US Customs or shipping instructions to INTTRA, see details in the *Magaya Software Communications Manual*.

Navigating Shipment Screens

This topic provides an overview of the Shipment screen and Shipment Toolbar buttons and the functions available when you are working on your shipments.

Introduction to Working with Shipments

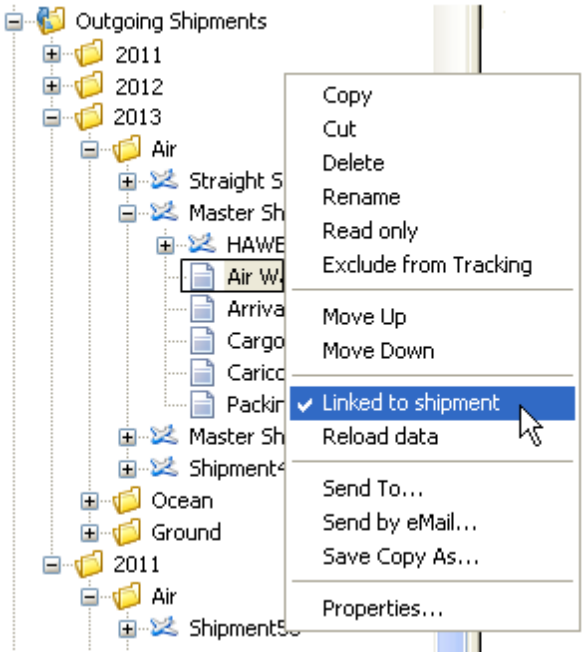
Magaya Explorer displays shipments in three panes. The panes and toolbars are the same for outgoing and incoming shipments of air, ocean, or ground.



- The Documents List shows the documents such as the Air Waybills or Cargo Manifest and any House shipments that were added to that shipment. To view a document, double-click on it. To copy, cut, delete, or send a document, right-click on it and select from the pop-up menu.
- The Shipment Data pane shows all data for this shipment organized on tabs. The fields in the tabs can be edited as needed. If you used the wizard to create a shipment, the data from the wizard will appear in these tabs.
- The Cargo List shows the cargo in the shipment. Above the Cargo List is the Cargo Toolbar which lets you modify the content of the Cargo List.
- The Shipment Toolbar covers the span of the Shipment Data pane and the Cargo List. Buttons on the Shipment Toolbar include a Liquidation button, a button for Customs, one for adding documents to a shipment, and more. These functions are explained in the following sections of the manual.

The Magaya folders on the left show the Shipment folders. By right-clicking on a folder or document, a pop-up menu appears. The options on the menu vary. This example shows the pop-up menu for the Air Waybill. The document is automatically **linked** to the shipment, but you can unlink it if you want to add information manually into the document.

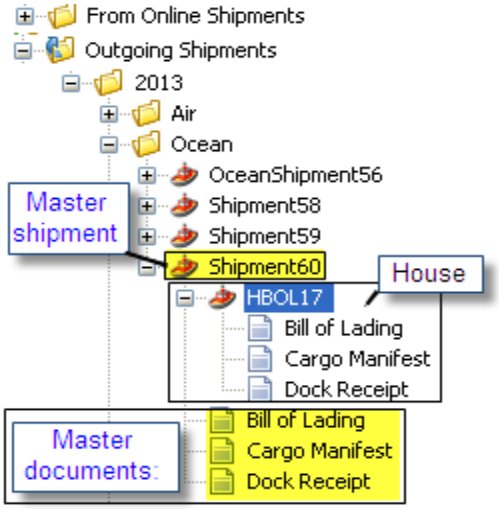
If the document is linked, and you make changes to any fields in the shipment tabs, the system will add those changes to the document and overwrite any manual changes typed into the document.



To reload data means the information from the fields in the tabs will be placed in the document.

To widen the screen, click and drag the center line between the panels.

The Master shipment is the top folder. Expand it to see the Houses under it. All the documents listed under the House belong to the House. The Master documents are after the House(s).

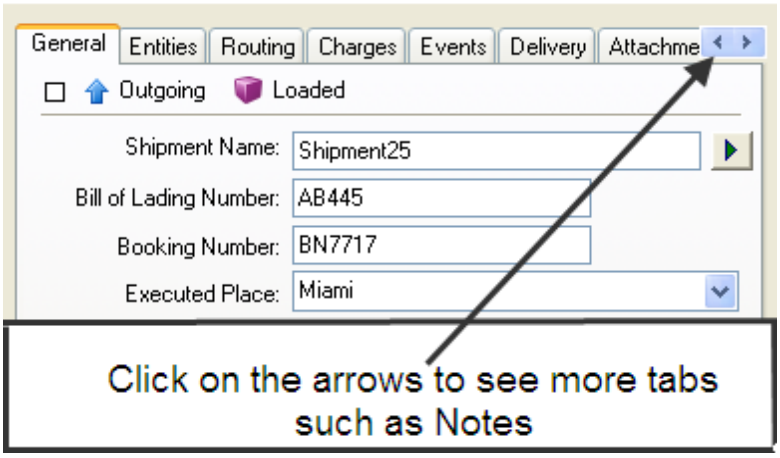


When you click on the Master, the “Master” button is grayed out on the Shipment Toolbar. When you click on a House, the Master button is available. This

is useful if you have a long list of Houses; you can quickly go to the Master instead of scrolling through the list.

Working with the Shipment Tabs

All the information entered in the shipment wizard appears in the tabs. You can verify or make changes by clicking on the tab and entering information in the fields.

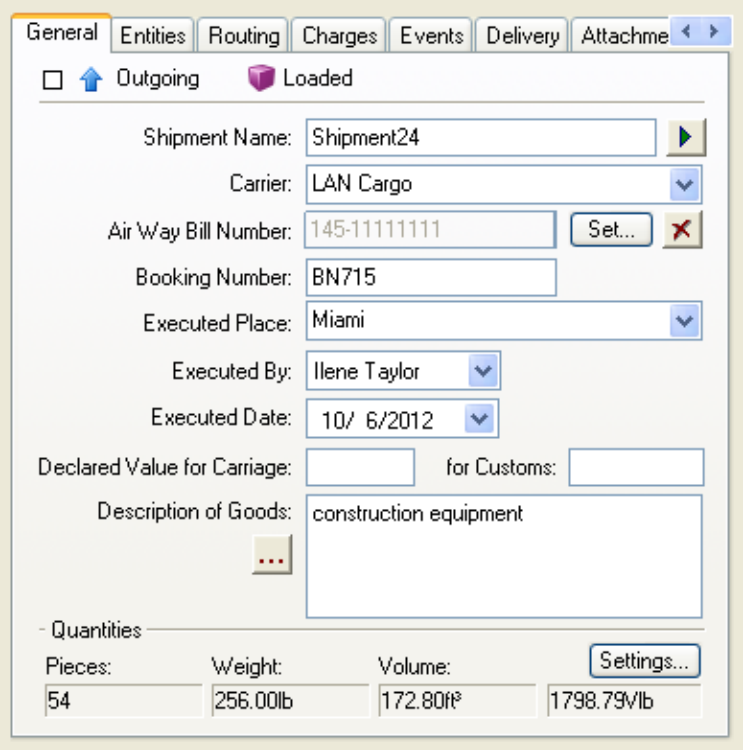


To widen the screen and see more of the tabs, click on the line between the two panels and drag it.

General Tab

The **General tab** has fields specific to the type of shipment you are doing (air, ocean, or ground). Let's look at each.

An **Air Shipment** has the following fields on the General tab:



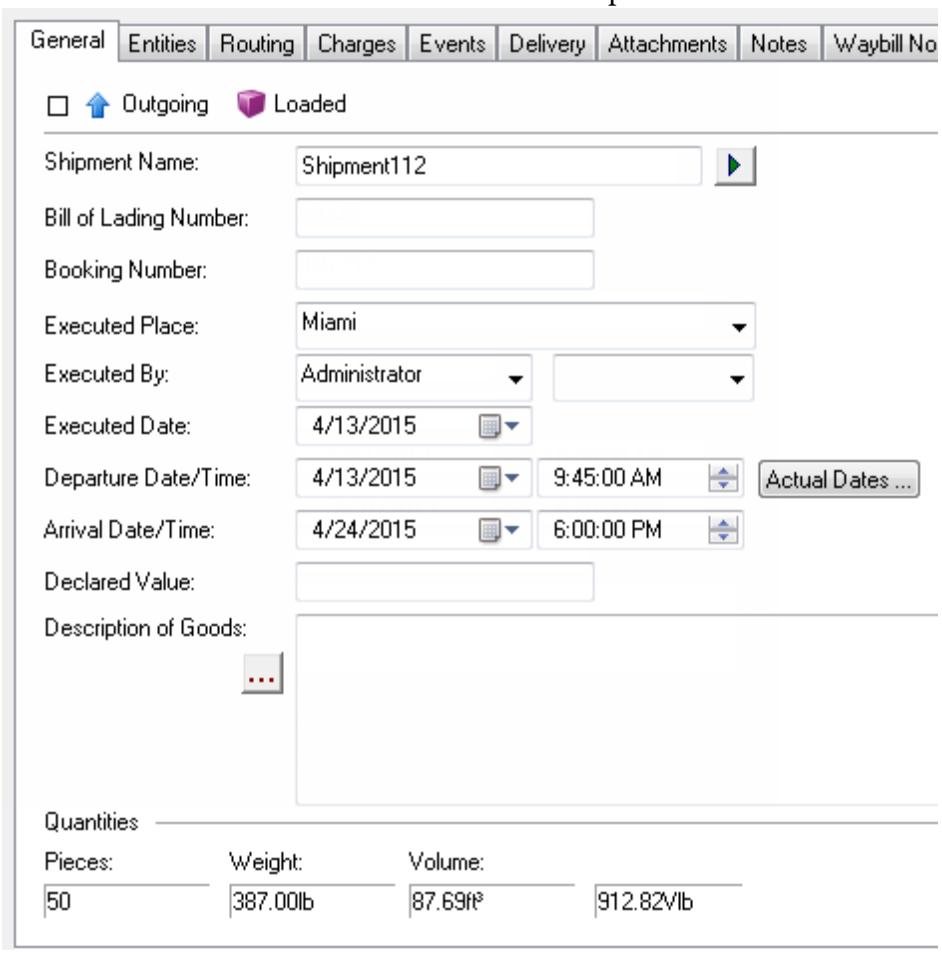
The data you entered in the wizard appears in the fields. You can make edits if needed. If you do not use the wizard to create a shipment, enter the following information into the fields:

- The Shipment Name is assigned automatically by the system. To change it, type over it. To set up numbering, go to the Maintenance folder and click on Configuration. (This is the same for air, ocean, and ground.) If you copied a shipment to create another, click the arrow button next to the "Shipment Name" field to get the next shipment number available so you do not have two shipments with the same number.
- Enter the Air Waybill Number from the airline. If the field is grayed out, use the Set button. The Set button is used to select the air waybill number from a list of pre-set numbers given to your company by the airline. Create a pre-set list in the Maintenance > Carrier folder.

  To prevent duplicate AWB numbers, set your preference in Maintenance > Configuration > Air.
- Enter the Booking Number.
- Select the place where the shipment is being executed (in this example the place is Miami).
- The field for "Executed By" is filled with the user's name (the person logged into the system) and "Executed Date" is filled in by the system with today's date. To change them, use the dropdown menus.

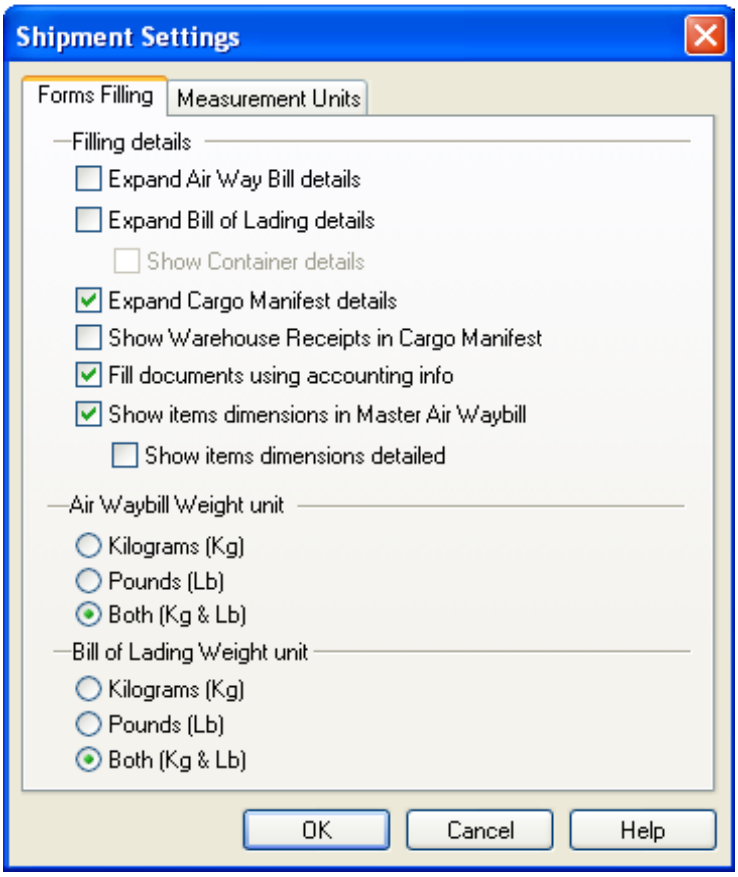
- Enter the Declared Value.
- Enter a general description of the goods, if you know it.
- Enter a pre-set clause by clicking on the button with the three dots. The clause will appear in the Description of Goods field, overwriting the description.

Now let's look at the General tab for an **Ocean** Shipment:



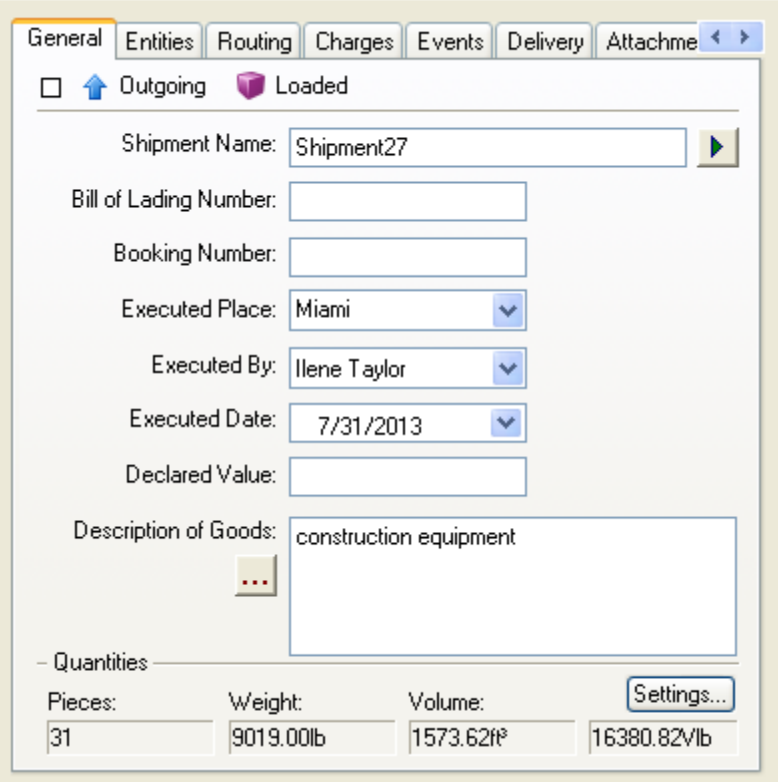
- The Dates are filled in automatically by the system with today's date. Change the Departure and Arrival date and time for the shipment. If the actual date varies from the original date, update it here. Changing the date on the Master will also change the dates on the House.
- Enter the Declared Value for the goods.

- The totals for the Quantity of the goods is shown on the bottom of the screen. To change the units of measurement, click on the Settings button.



The Settings button has two tabs: One for setting up how you want forms filled in (shown here), and another tab for the measurement units.

Now let's look at the General tab for a **Ground** Shipment:

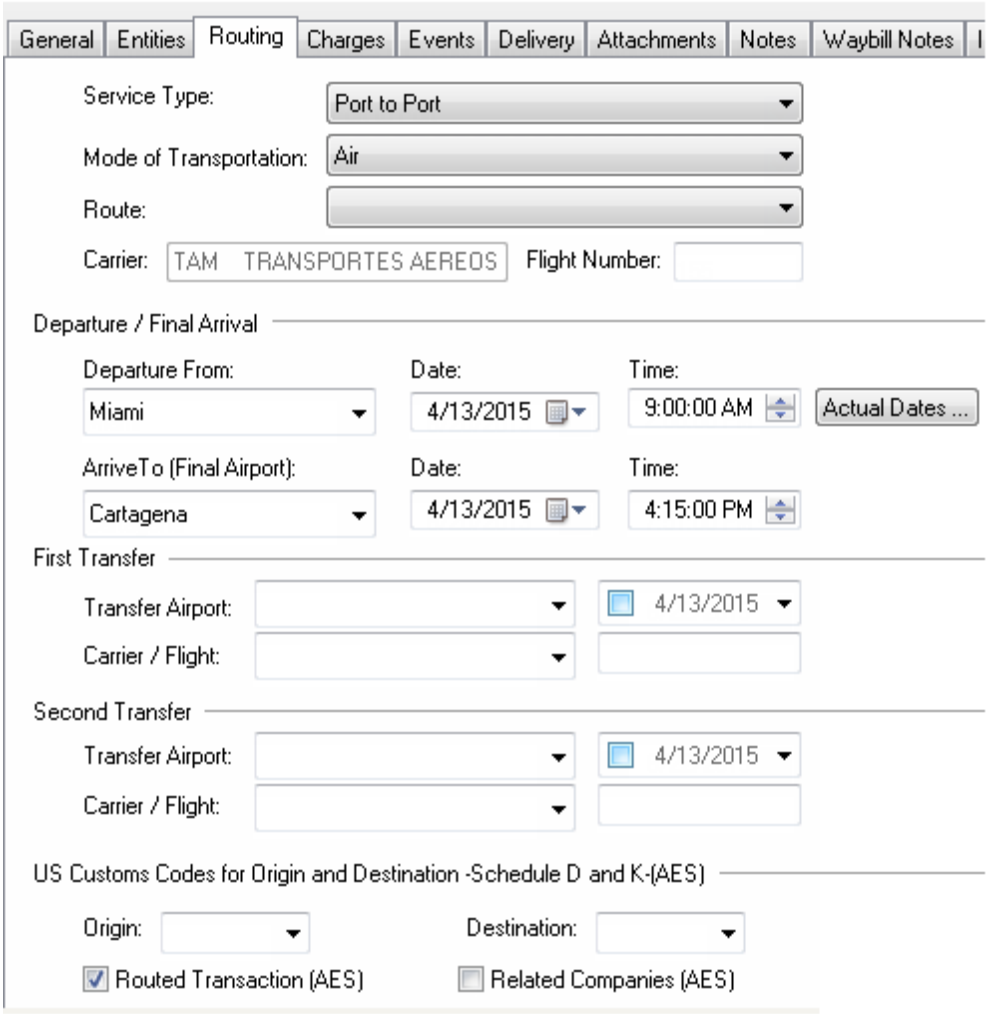


- To prevent duplicate BL numbers, set the preference in Maintenance > Configuration > Ground.
- Enter a Declared Value for the goods.
- Enter a general description of the goods.
- The Settings button has two tabs: One for setting up how you want forms filled in (such as air waybills and Bill of Lading), and another tab for the measurement units (pounds, kilos, etc.).

Routing Tab

On the Routing tab for all types of shipments (air, ocean, and ground) the mode of transportation is set by the system for the type of shipment. You can use the dropdown menu or the button with the three dots to make changes to the mode of transportation.

The Routing tab for an **Air Shipment** contains the following fields:

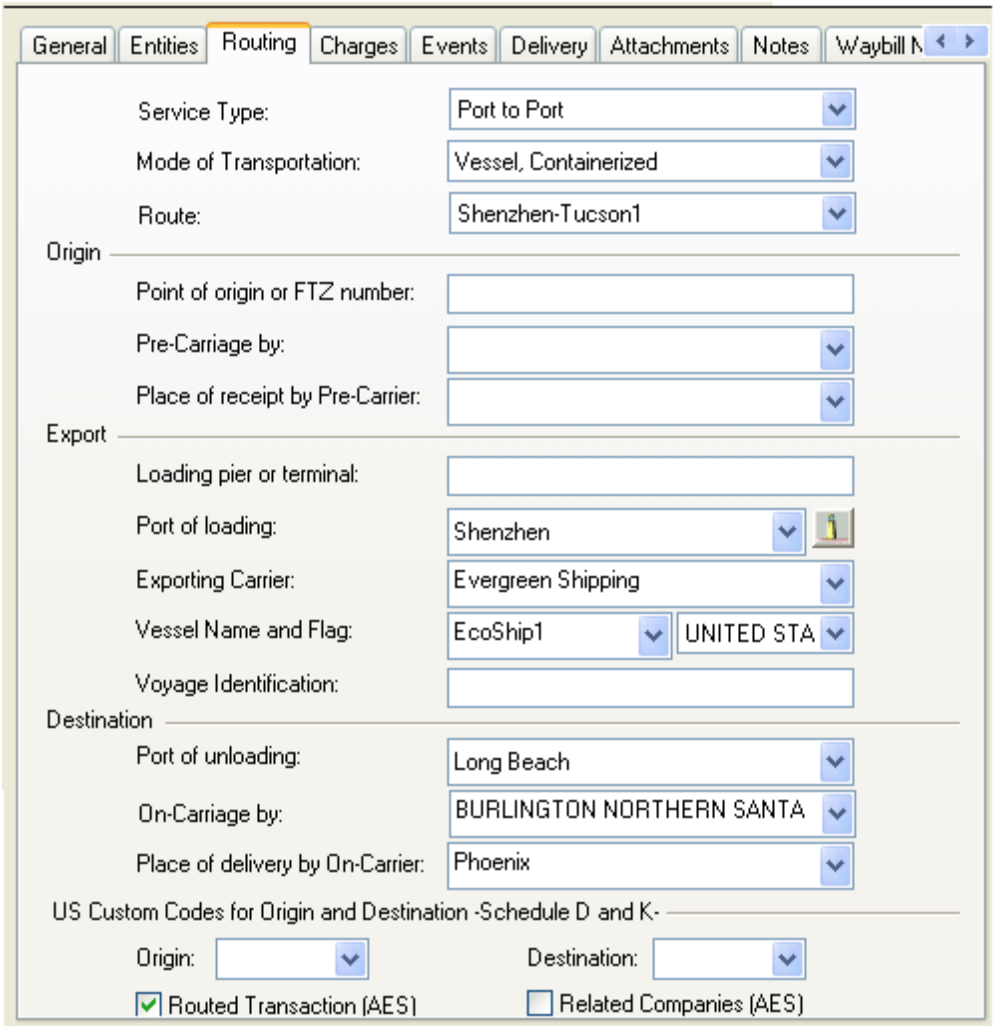


- Select the Service Type and mode of transportation. If you are using the Routes feature, select the route. Then the details of the route will be automatically filled in. For more on routes, see the topic "Routes."
- The Carrier is filled in from the wizard (in this example). In the case of air shipments, the carrier is entered in the General tab; on the Routing tab it is Read Only (grayed out). To change it, go to the General tab.
- The Air Routing tab includes a place to add flight transfer information. Enter the airport, the carrier and flight number for each transfer as needed. If you use the Route field, then transfer information is filled in automatically. If you need to update the actual date and time, change it here.
- Select US Customs codes for Origin (Schedule D) and for Destination (Schedule K). Use the button with the three dots to browse through a list of codes that are in the Magaya database. After a code is used once, it is

associated with that port; the next time you use that port, the code will be readily available in the dropdown list.

- Check the Routed Transaction (AES) box to indicate that this shipment is coordinated from the destination. (AES is the Automated Export System for sending information to US Customs).
- Check the Related Companies (AES) box if the entity receiving the goods is related to the company at origin.

The Routing tab for an **Ocean** Shipment has the following fields:



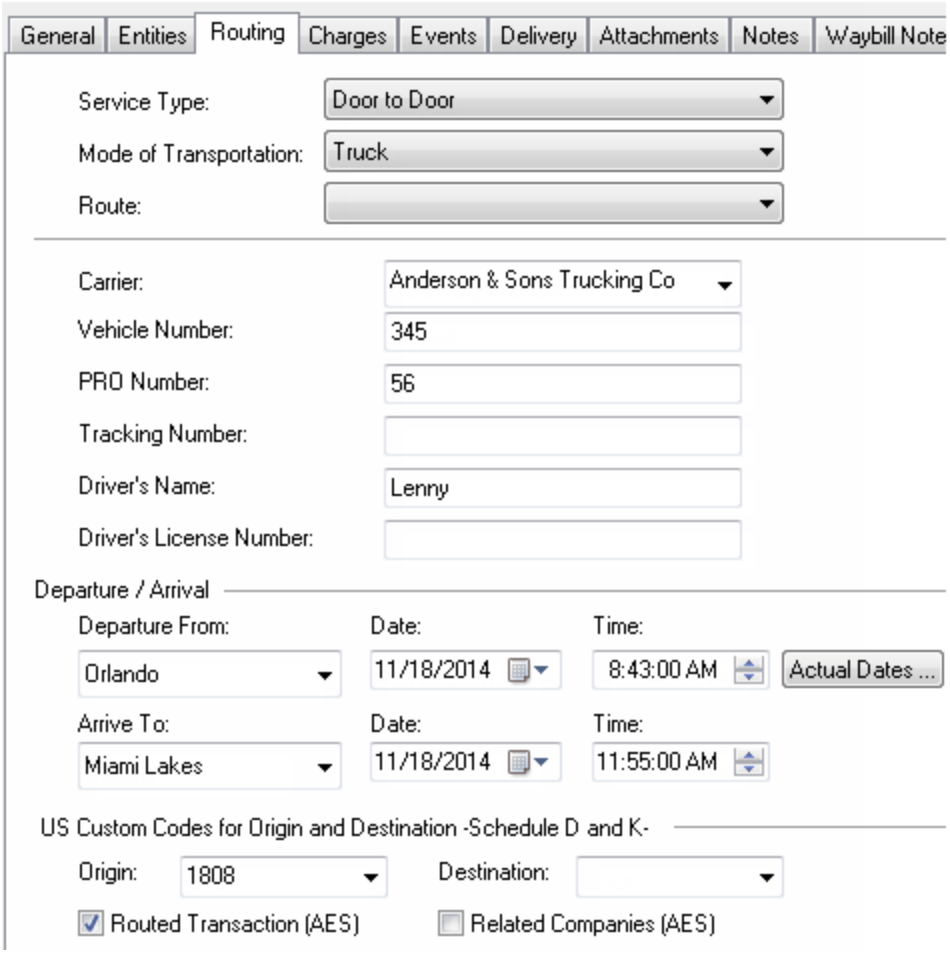
The fields in the Ocean Routing tab are the same as shown in the instructions for creating an Ocean Consolidation. Fill in the fields with information for your shipment.

The Mode of Transportation is automatically filled in by the system.

- Select the Service Type and mode of transportation. If you are using the Routes feature, select the route. Then the details of the route will be automatically filled in. For more on routes, see the topic “Routes.”

- Origin information: Select origin, who will do the pre-carriage, and where (the place where the cargo will be picked up by the inland carrier and taken to the loading port.)
- Export information: Enter the pier or terminal, select the port of loading, carrier details.
- Destination information: Enter the Port of Unloading: This is where the cargo is going to be unloaded from the vessel. Enter the Place of Delivery by On-Carrier.
- Select US Customs codes for Origin (Schedule D) and for Destination (Schedule K). Use the button with the three dots to browse through a list of codes that are in the Magaya database. After a code is used once, it is associated with that port; the next time you use that port, the code will be readily available in the dropdown list.
- Check the Routed Transaction (AES) box to indicate that this shipment is coordinated from the destination. (AES is the Automated Export System for sending information to US Customs).
- Check the Related Companies (AES) box if the entity receiving the goods is related to the company at origin.

The Routing tab for a **Ground** Shipment has the following fields:



- Select the Service Type and mode of transportation. If you are using the Routes feature, select the route. Then the details of the route will be automatically filled in. For more on routes, see the topic "Routes."
- The Mode of Transportation is set to "Truck" by default for ground shipments. The dropdown menu and the button with the three dots gives you the option to add new modes of transport.
- If using the Routes feature, select the route. For more details, see the section "Routes."
- Enter the PRO number, tracking number, the Driver's name and number (optional).
- Enter the Departure and Arrival date and time information. The "To" and "From" dropdown menus use the ports list for location names. (*Note*: If using the Routes feature, these details will be filled in automatically.) If you need to change the original date or time to an actual date or time, change it here.

- Select US Customs codes for Origin (Schedule D) and for Destination (Schedule K). Use the button with the three dots to browse through a list of codes that are in the Magaya database. After a code is used once, it is associated with that port; the next time you use that port, the code will be readily available in the dropdown list.
- Check the Routed Transaction (AES) box to indicate that this shipment is coordinated from the destination. (AES is the Automated Export System for sending information to US Customs).
- Check the Related Companies (AES) box if the entity receiving the goods is related to the company at origin.

Charges Tab

The Charges tab displays all the charges for the shipment. In a consolidation, the charges for each House shipment are displayed together, and the Master charges are shown on the Master view of the shipment. For more details, see the topic "Shipment Charges."

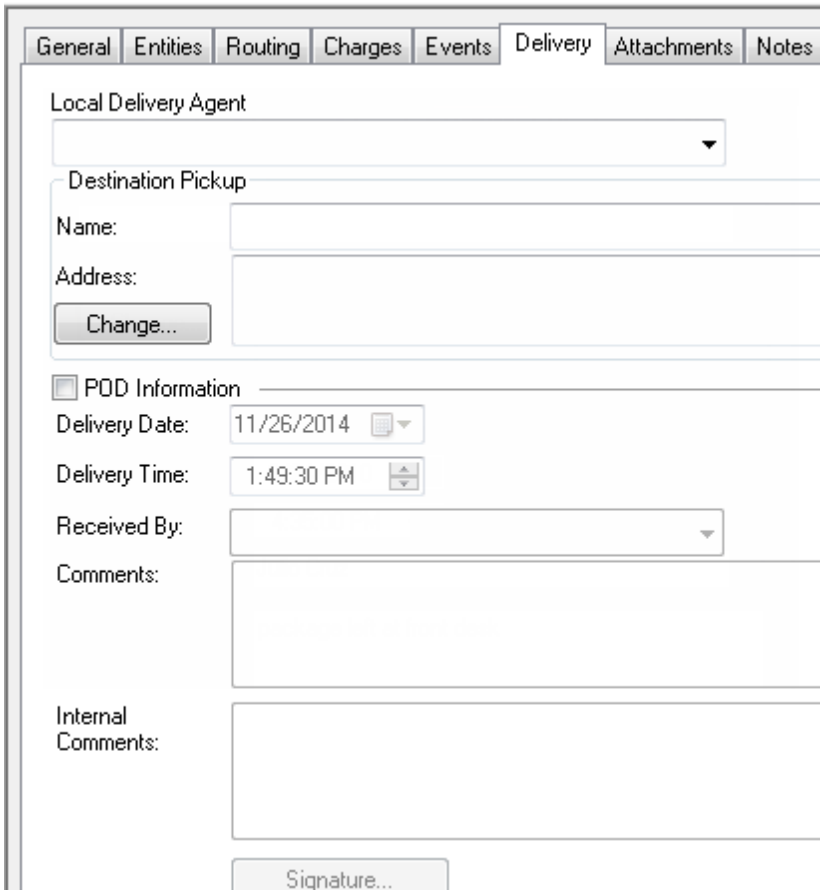
Other Tabs

The **Delivery** tab has information about handling the delivery of the goods to the final consignee in the final part of the shipment.

The **Commodities** tab displays the information in the Cargo Screen, i.e., the items in the shipment.

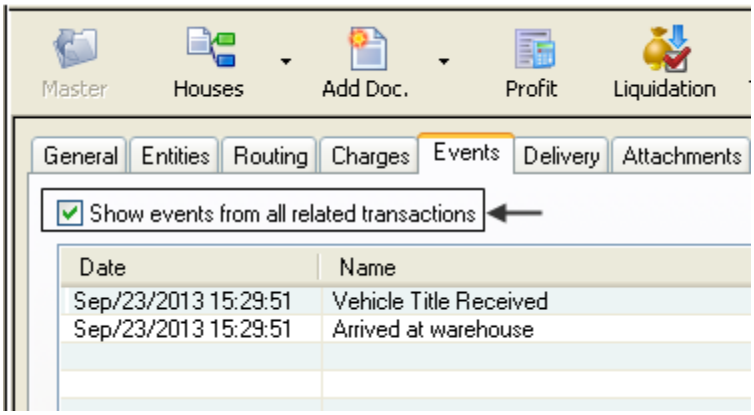
If you want to provide a **Proof of Delivery** to your customer, click on the Delivery tab, and check the box for POD. Fill in the needed information. If you have the Magaya POD Mobile handheld plug-in activated, the information

gathered using the handheld is uploaded to this tab, including the signature of the person who received the packages.



- The Local Delivery Agent is the company handling the local delivery at the destination.
- The Destination Pickup Address is the address of the location where the cargo will be picked up for the final delivery, for example, the airport.
- If you check the POD box, then fill in the Delivery date and time, the name of who received the cargo (the person who signed), and any comments such as if the packed was left with a neighbor, etc. This information will be given to you after the goods are delivered. If the destination agent has Magaya, they will enter this information and it will be updated in your system.

The **Events** tab shows the events added for the Master and Houses. They will be visible in tracking (if online viewing is activated for the LiveTrack user). For more details, see the topic "Events".



For details on the **Attachments** tab, see the topic "Attachments". Check the box to view any attachments from related transactions. You can also drag attachments from a Microsoft Outlook email message into your Magaya Attachments screen.

For details on the **Notes** tab, see the topic "Notes". The Waybill notes tab displays container waybill notes if you configured your Magaya system to display them: Maintenance > Configuration > Ocean.

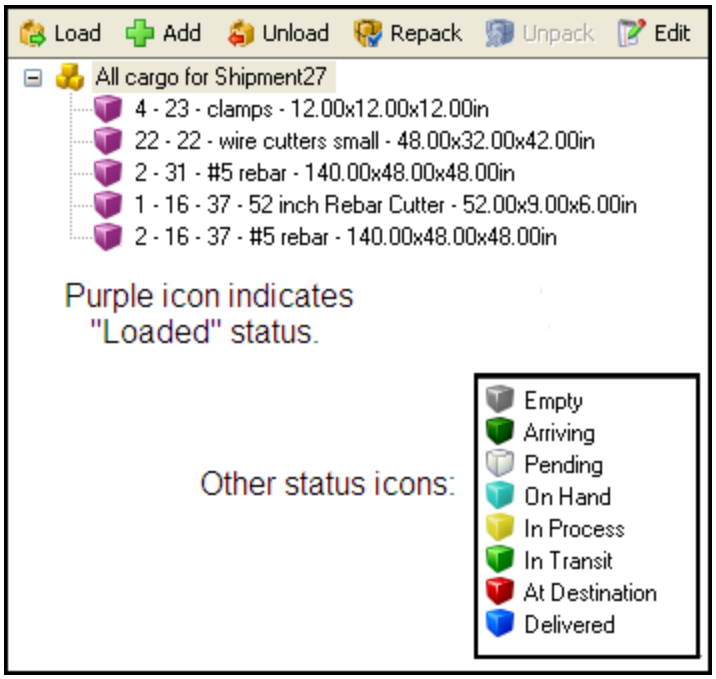
If you have added custom fields, they will appear on a custom tab. (Set up custom fields in the Maintenance folder in the Configuration subfolder.)

Cargo Status

The icons for the cargo indicate the status of the cargo:

- Yellow is In Process (or Ordered)
- Aqua is On Hand
- Purple is Loaded
- Light Green is In Transit (Dark Green is Arriving)

- Blue is Delivered



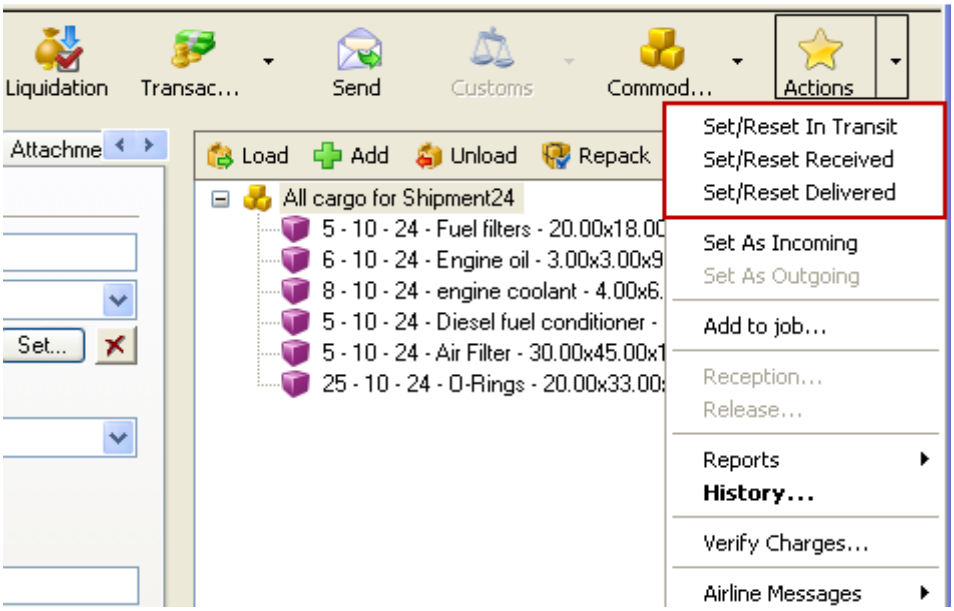
To prevent loading items that are in a “Receiving” location, set the preference in Maintenance > WMS.

Status of Shipments:

After the shipment is done and has left your warehouse, you set it as “In Transit”. This will update the status in the tracking so your customers can see the status.

If you are using an agent who also has Magaya Explorer, they will update the status when the cargo is received at destination and when it is delivered. Your

system at origin will be updated automatically. Otherwise, you will have to set the cargo as “Received” and “Delivered” manually.



The status of the cargo in the shipment will be updated in other places in Magaya Explorer that are linked to that shipment such as a Pickup Order or Warehouse Receipt that are related to the shipment.

Shipment Charges

Freight charges and other charges for a shipment are entered on the Charges tab. If your shipment was created from a previous transaction, the charges entered in that transaction such as a WR will be transferred to the Shipment. You can also add or edit charges when you create a shipment. If a charge was automated, it will appear here. For details on how to automate charges, please see the *Magaya Software Customization Manual*, chapter 2.

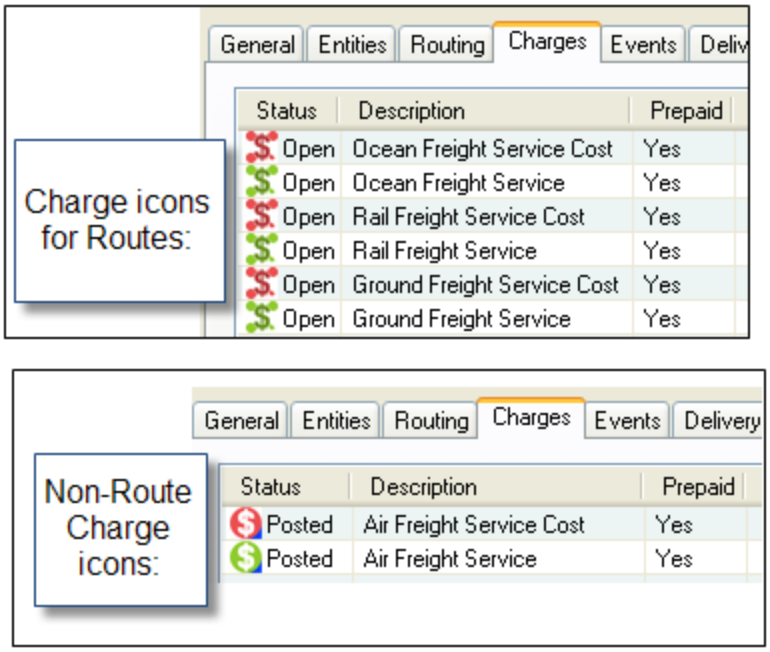
Shipment Charges

The Charges tabof a shipment shows the status of Open, Posted, or Paid. The description of the charge is shown, if it is a Pre-paid charge (Yes or No), Quantity, and other information is displayed.

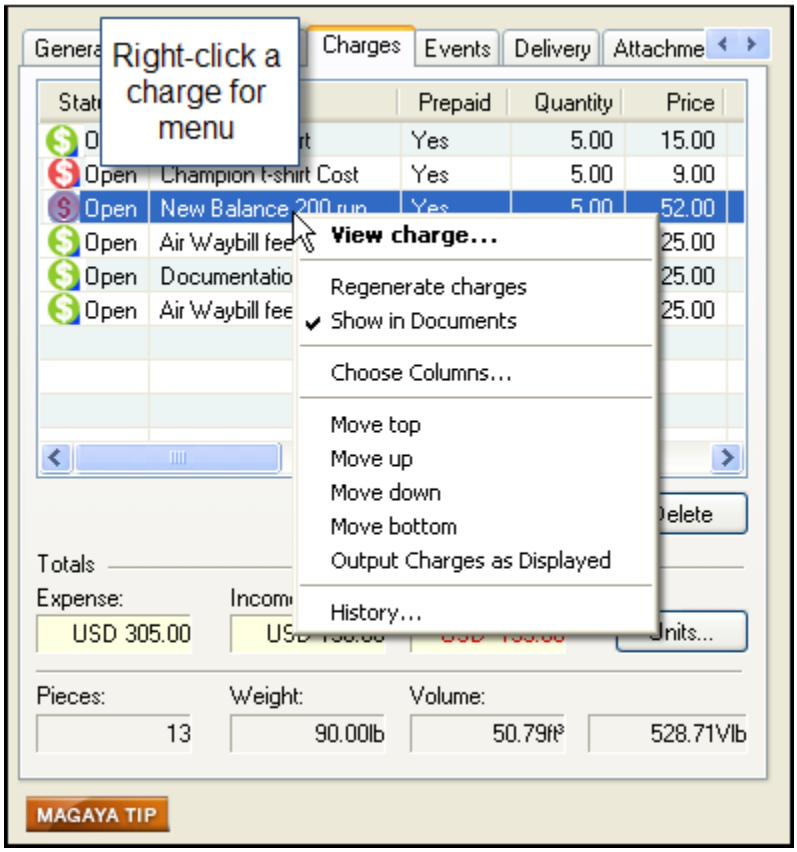
- Costs are in red

- Income charges are in green

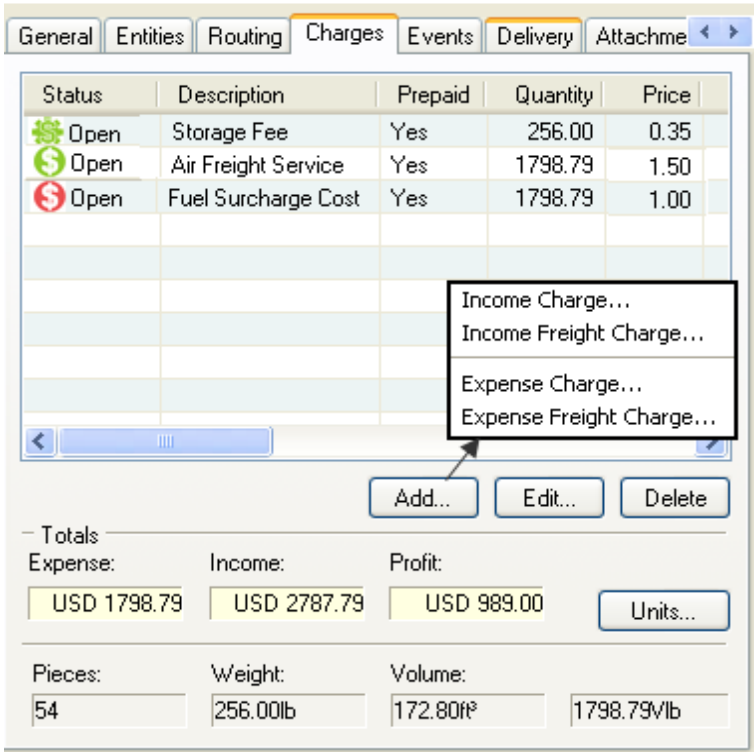
If using the Routing feature, the charge icons look different than if you are not using the Routes.



Right-click on a charge to view options such as regenerating open charges, moving charges up or down to change the order of display in documents, etc.

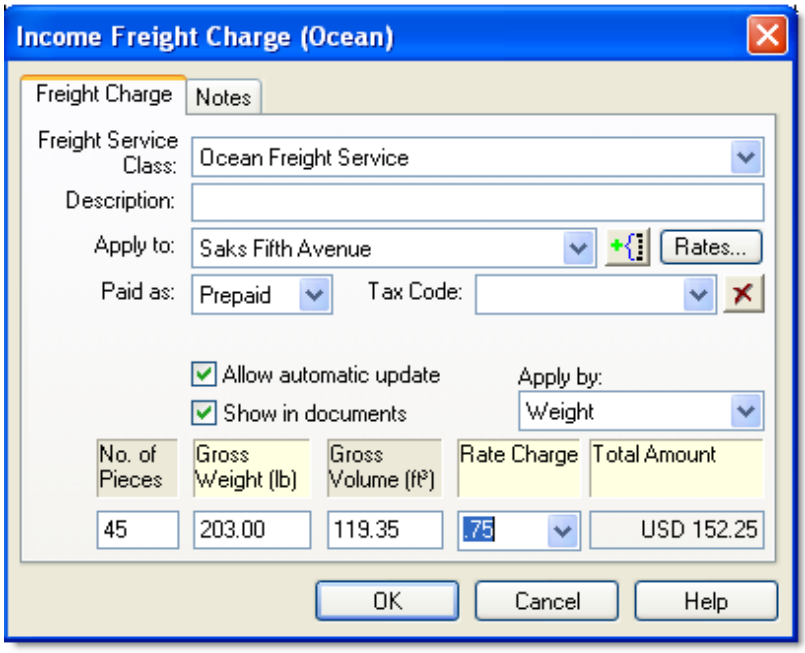


When you click on the **Add** button, a menu pops up:



- **Income** charges and expense charges are not related to the movement of the freight. Income examples include documentation and crating fees.
- **Expense** Freight charges (and Income Freight Charges) include fuel, security surcharges, and air freight.

The following is a screenshot of the dialog box that opens when you add an Income Freight Charge for an Ocean Shipment:



Examples of ocean income freight charges include Ocean Freight Service and Fuel Surcharge. These are available from the first dropdown menu "Freight Service Class". This dropdown menu is filled from the "Items and Services" List (under the Accounting folder); the Type Definition is "Freight" or "Other Freight". Fill in the rest of the information as follows:

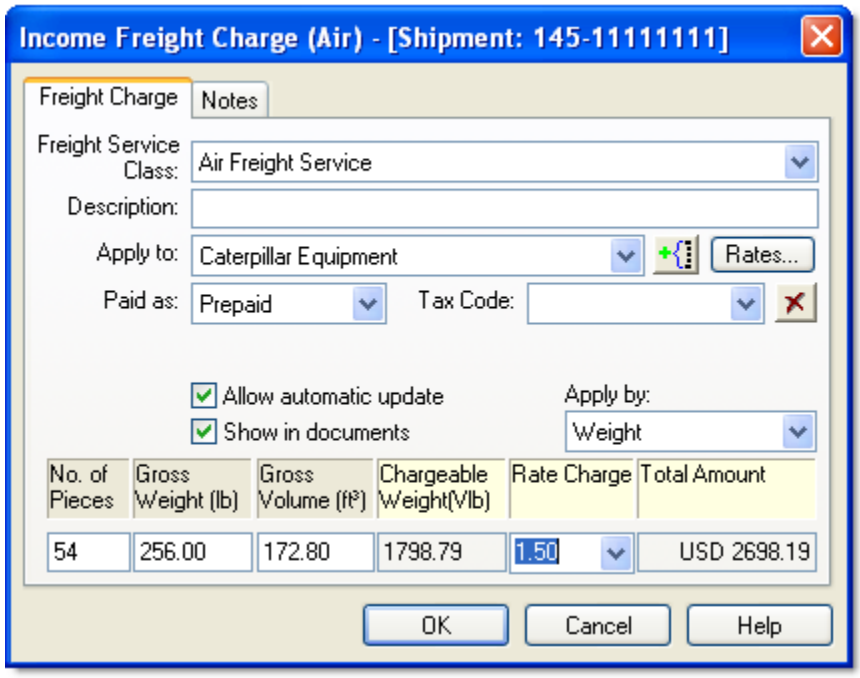
- Enter an additional description of the charge (optional). If you enter a description here, it will appear in the air waybill or BL document instead of the description of the "Freight Service Class" .
- Select the client to apply the charge to (such as the shipper or consignee). The Rates button opens the profile for the entity in the "Apply by" field. If you are working in the Expense Freight Charge, the Rates button will open the Rate tab of the Carrier profile.
- Determine if the charge is Pre-paid or Collect and select the appropriate option from the dropdown menu. (Pre-paid charges are invoiced at origin. Collect charges are invoiced at destination. Charges for straight shipments are often Collect because the carrier often handles the collection at destination instead of an agent handling it.)
- If you check the box to show charges in documents, the charges will show in operations transactions and shipment documents. The charges will always appear in bills and invoices even if you do not check this box.
- **Allow Automatic Update**: To enable automatically update a charge, check the box. If you make a change to a commodity such as the weight,

the charge for the new weight will be calculated and updated automatically. Uncheck the box if you do not want this automated.

If you manually enter a rate in this screen, the box will uncheck for "Allow automatic update." If you want to activate the updating feature for the manually entered spot rate, check the box again. Then the system will use the rate you entered if any changes in weight, etc. occur; it will not revert to a saved rate.

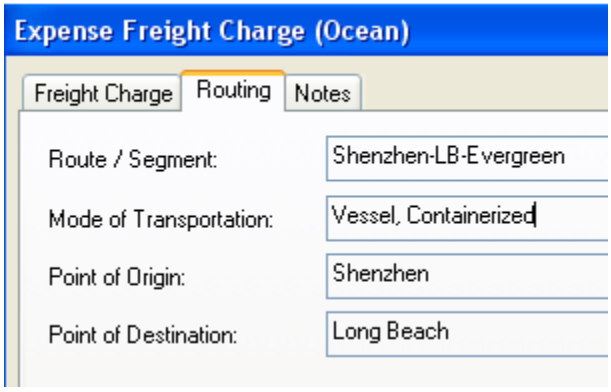
- Apply the charges by weight, pieces, volume, or by container. (When you change how you apply the charge (by weight, pieces, etc.), the totals across the bottom change. The unshaded fields (yellow) will be multiplied automatically to calculate the total. You only need to fill in the unshaded fields.) Each method of applying charges is explained below:
  - Pieces: Applying charges by pieces will calculate the total based on the total number of pieces.
  - Weight: This is the gross weight of all the pieces in the shipment.
  - Volume: The volume of all the pieces added together.
  - Chargeable Weight: In Air shipments, the chargeable weight is calculated based on the volume weight (dimensional weight); compare the volume weight to the gross weight and use the larger amount.
- Select the Rate method to use:
  - Enter a Rate: Enter a value.
  - Enter a Minimum: Enter a minimum amount
  - Enter a Maximum: Enter a maximum amount
- Enter the number of pieces and the charge. The total will be calculated automatically.

The following screenshot of an Air Freight income charge shows the Chargeable Weight:



The Magaya Explorer system will notify you of the chargeable weight amount.

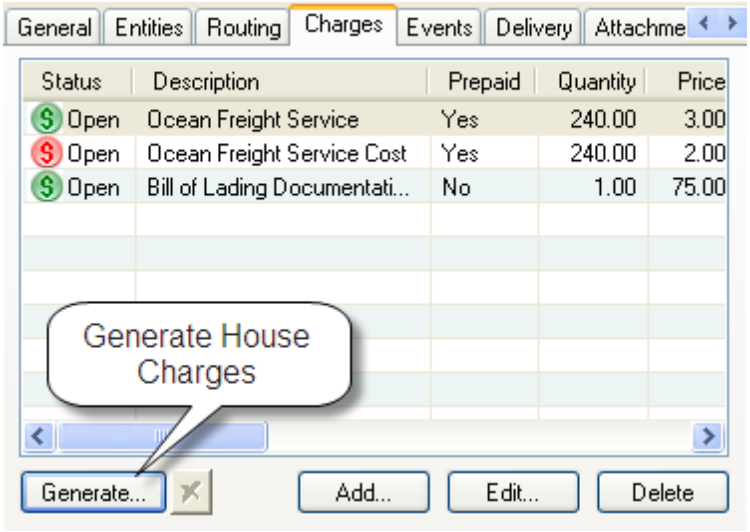
If using Routes, a new tab appears inside the Charges dialog box. Open a Charge to view the tab and see what route or segment is associated with the charge.



Generate Transactions for a House

The Charges tab of a House shipment has a “Generate” button that you can use to generate the invoices for a House shipment even if the entire consolidation is

not ready to be liquidated, or if the consolidation has been liquidated and a new House added.



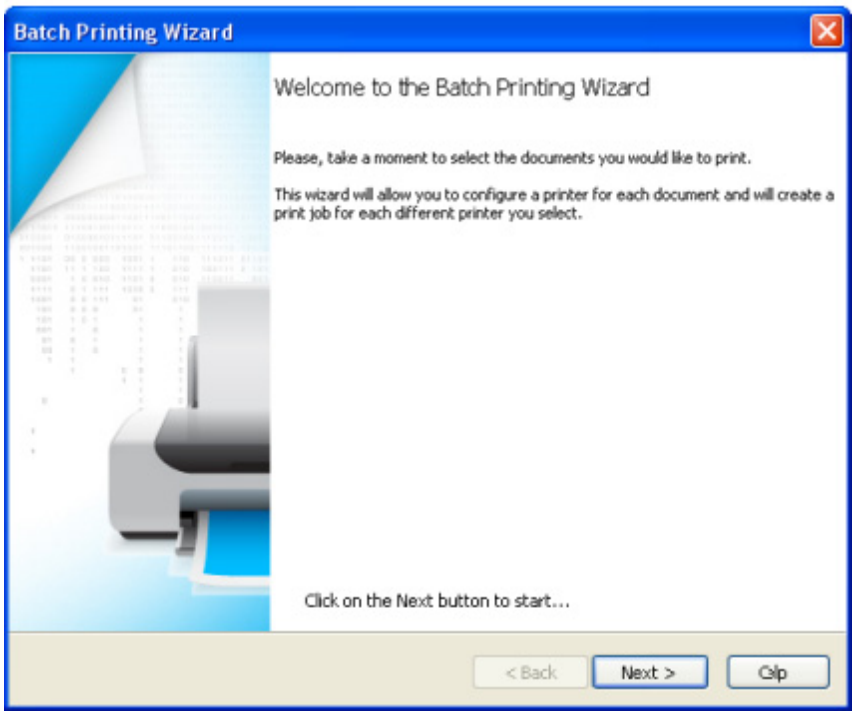
For additional details on working in the Charges tab, see the topic "Charges".

Print Shipment Documents

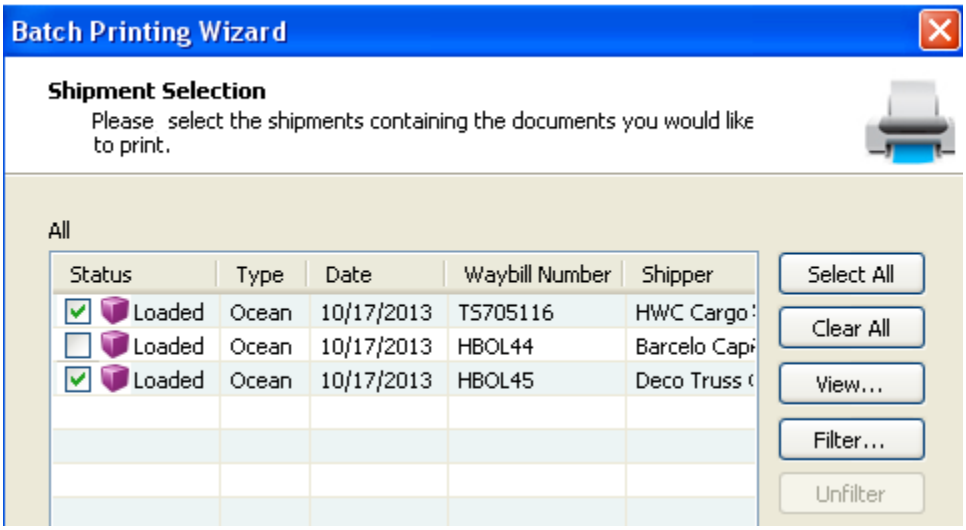
Magaya software includes a printing wizard to help you print shipment documents.

Using the Print Wizard

To print shipment documents from the Master or House, click the shipment level you want (either Master or House) and click the "Print" button. A wizard opens. (This wizard is available in Magaya software version 9.3 and above.)

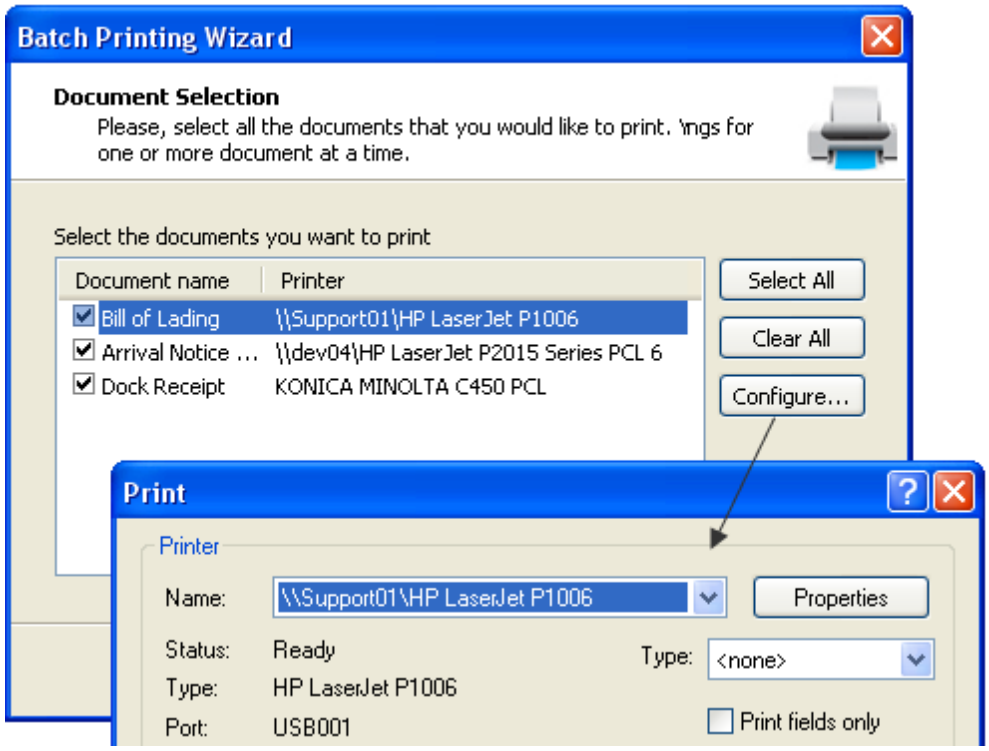

Batch Printing Wizard
Welcome to the Batch Printing Wizard
Please, take a moment to select the documents you would like to print.
This wizard will allow you to configure a printer for each document and will create a print job for each different printer you select.
Click on the Next button to start...
< Back
Next >
Cancel

Click "Next" and in the next screen, select what you want to print (this example shows a Master shipment with the Houses listed):



Click "Next." In the next screen, you have the option to select a different printer for different documents. For example, if one document needs to be sent to the Accounting department's printer and another document needs to be printed in

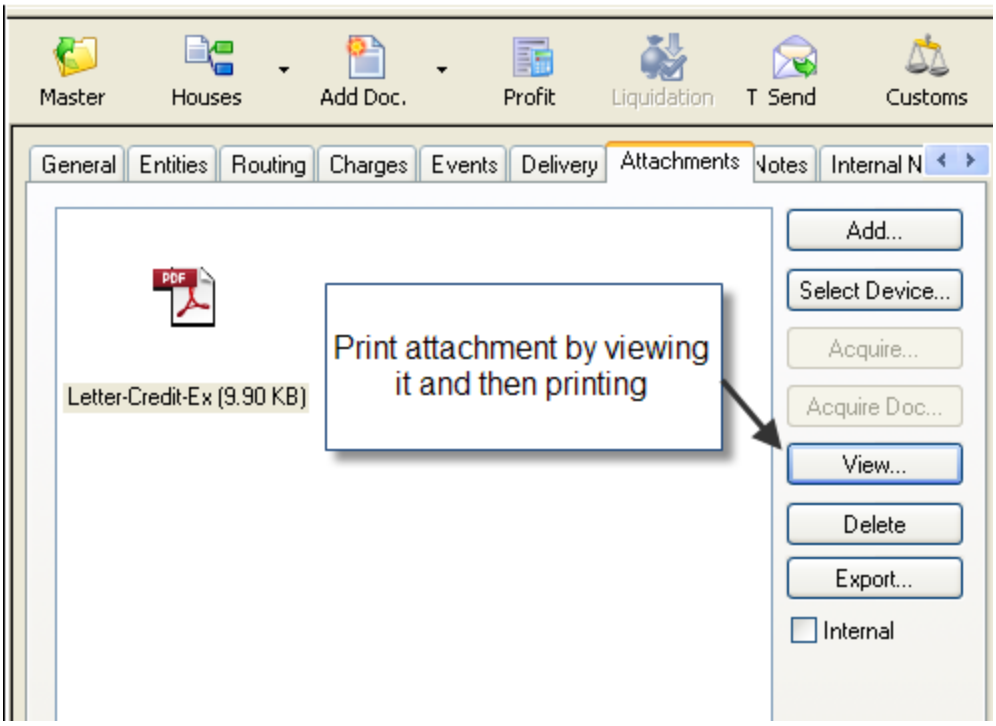
the warehouse, click on each document and click "Configure" to select the printer.



Click "Print" to begin printing. Note: If a printer is busy, the system will begin printing on the first available printer (of those selected).

Extra Info: To print a watermark in the background, select it from the "Type" field.

Print Attachments: To print documents that are in the Attachments tab, go to the Attachments tab, select the document and click the "View" button. When the document opens, print it.



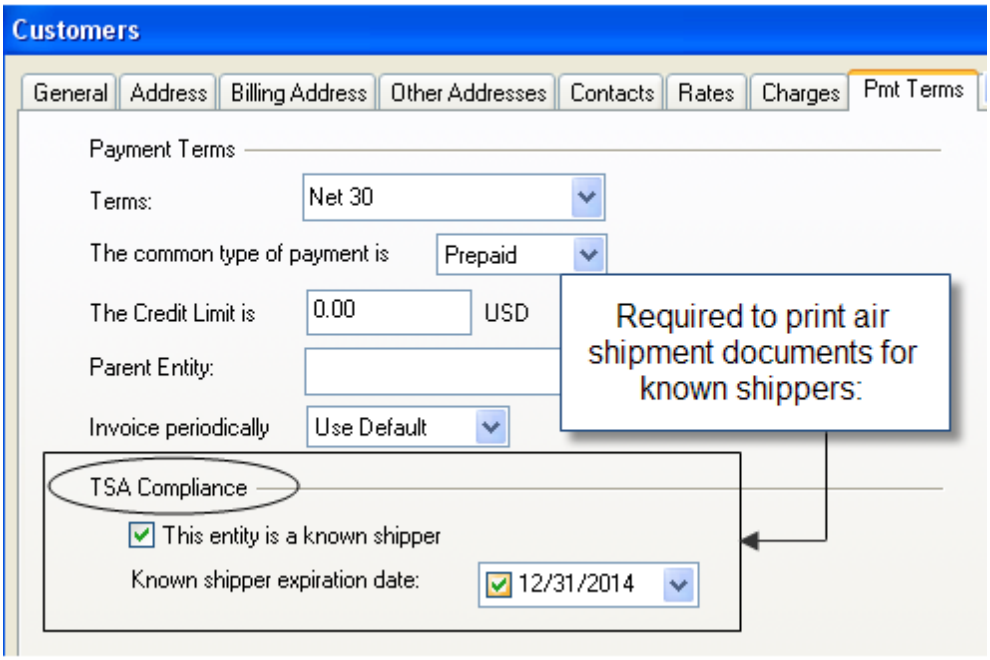
Note: You can also drag and drop an attachment from your Microsoft Outlook email program into the Magaya Attachments screen.

For printing tips, please see the "Air Waybill Printing Tips" article in the Magaya Knowledgebase - http://knowledge.magaya.com . It also explains how to make a custom paper size and explains the differences between the different AWBs.

Known Shippers

The system has built-in restrictions for printing air shipment documents for known shippers.

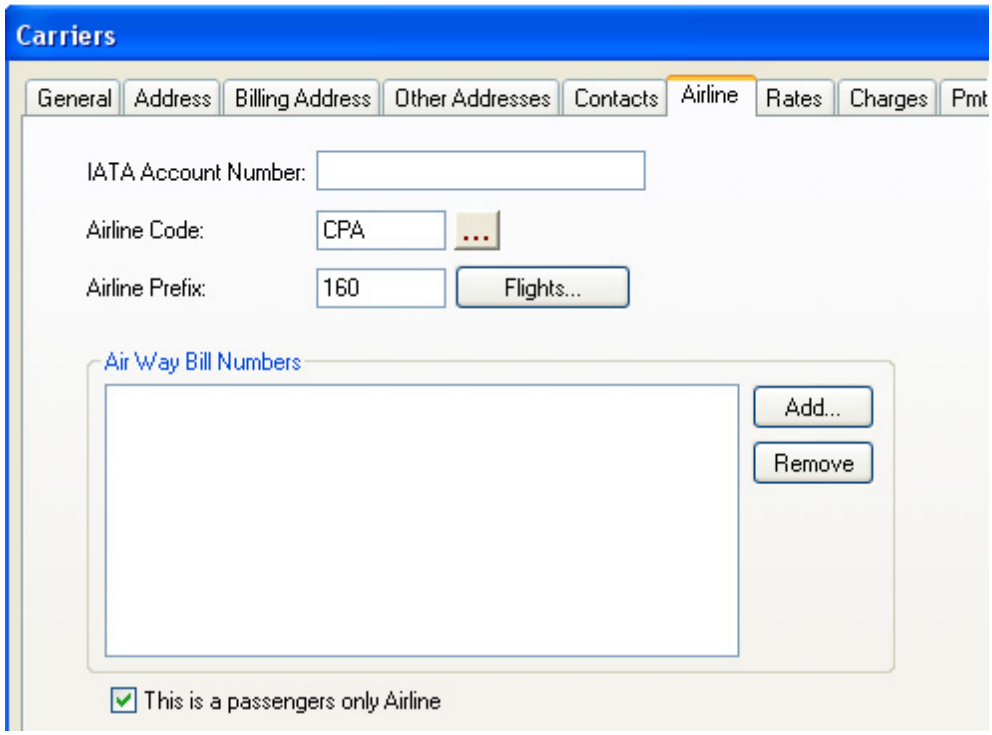
To print documents for a known shipper, the shipper's profile must have the checkmark that they are a known shipper (on the "Pmt. Terms" tab).



Other conditions that must be met to print documents for known shippers are:

- You must have the Flight Number of the air shipment specified in the shipment, and

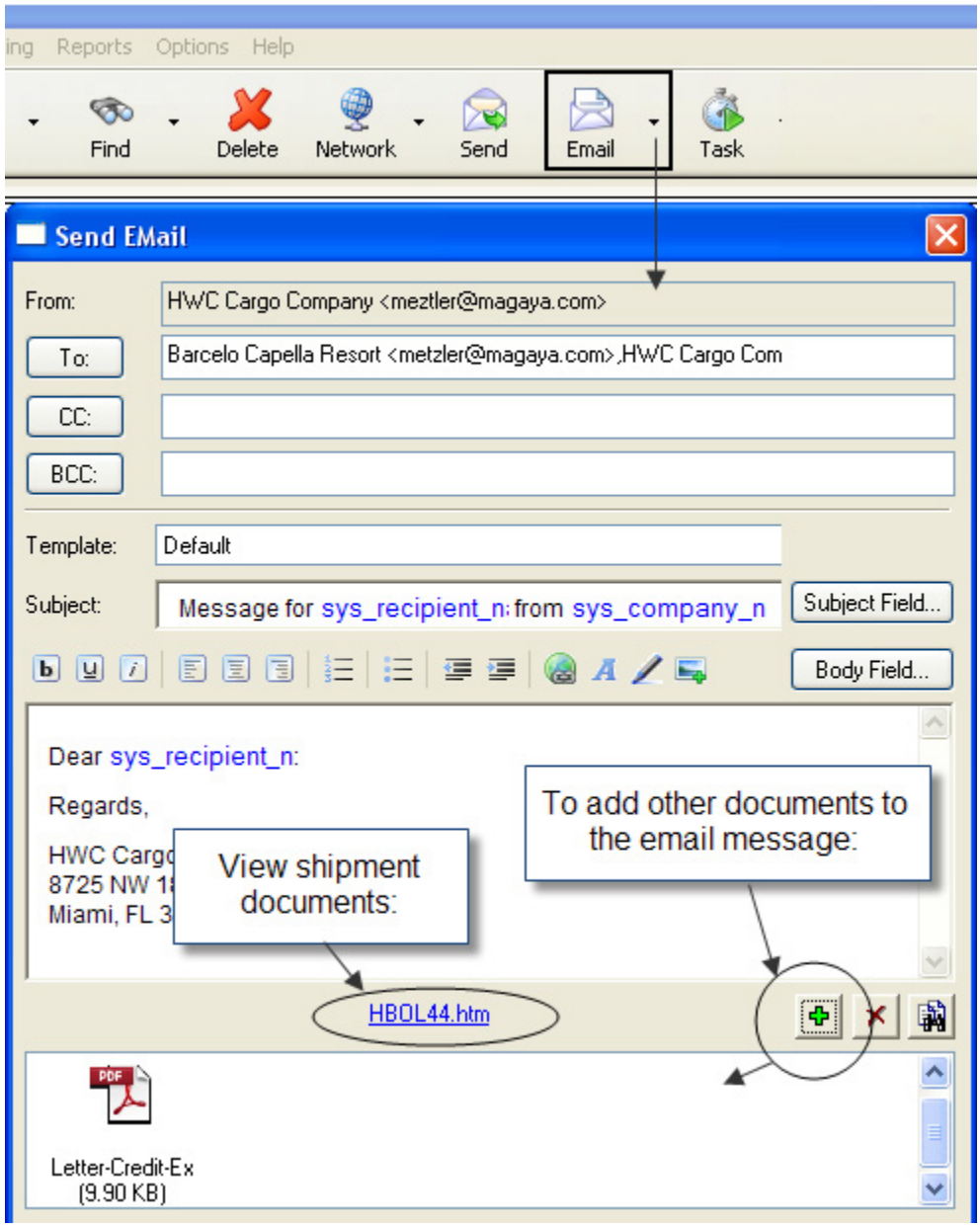
- if the Flight Number is associated with a passenger flight, it must be check-marked in the Carrier's profile on the "Airline" tab.



This applies only to air shipments.

Email Shipment Documents

To email the documents from a shipment, click the Email button on the top toolbar.



In the dialog box that opens, you can view the shipment and what will be sent by clicking the ".htm" link. When that screen opens, the email recipient can click on a document to view it.

To add other documents, click the plus sign.

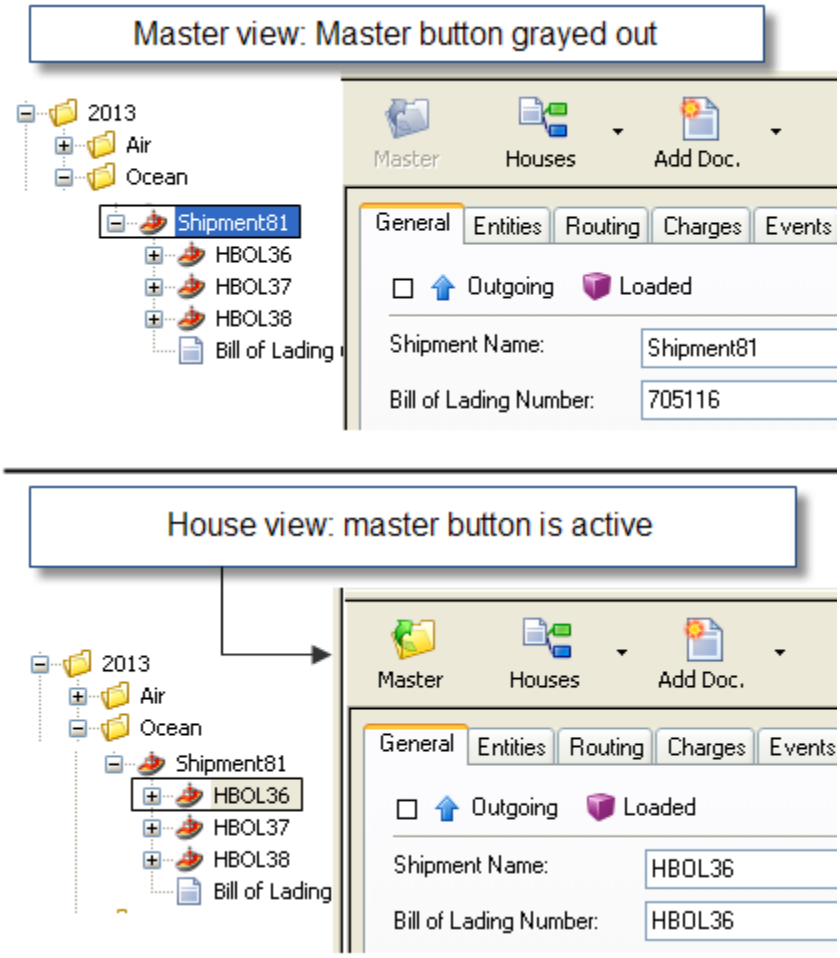
You can also send documents from one Magaya system to another by clicking the "**Send**" button. This opens a dialog box to select an other Magaya customer such as a destination agent.

The Shipment Toolbar

The Shipment Toolbar offers many functions. Some of the buttons have an arrow on the side that you can click for more options. The following explains each of the buttons and what they do:

The Master and House Buttons

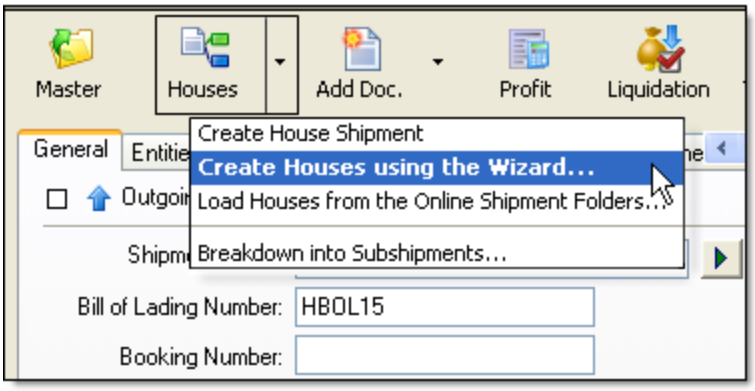
Master: This button navigates to the Master shipment when you are in the House shipment view. (It is grayed out when you are in the Master.)



Houses: When you need to add a House to a consolidation, you have two options:

- 1) Choose “Create House Shipment” to add a House to a consolidation that you will enter information into manually, or
- 2) Choose “Create Houses using the Wizard” to use the wizard to add a house.

This button also enables you to load Houses from the online shipment folder or to break the shipment into subshipments.

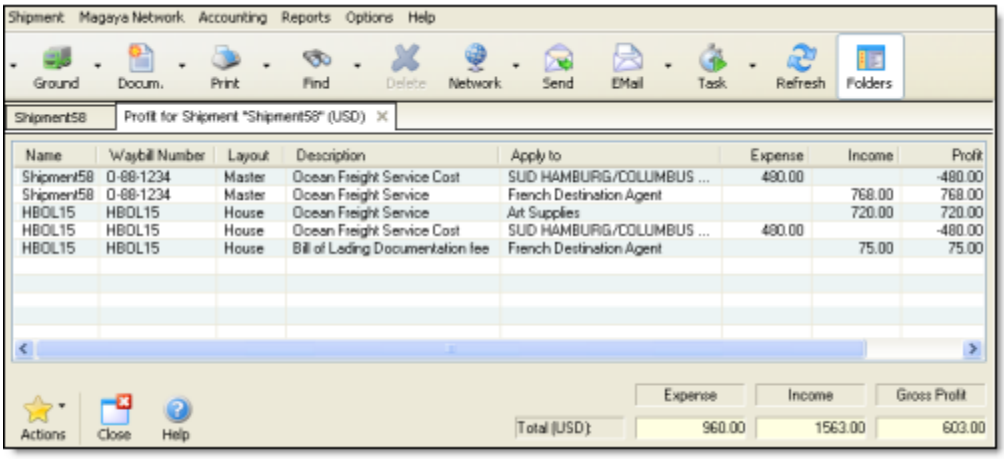


Add a Document: This button has two options: 1) Select a document from Magaya Explorer such as an Air Waybill, or 2) select "Other Document" which is a document from your computer such as an Excel spreadsheet or Word document.

To ensure you have the latest documents from Magaya, download them into your Magaya system by clicking the "File" button on the top of your software. Select "Document Download." Any document with a star or arrow icon is new. If you have custom documents, your Magaya Implementation specialist will help you download those and use them. If you have questions, contact Magaya Tech Support via Magaya.com .

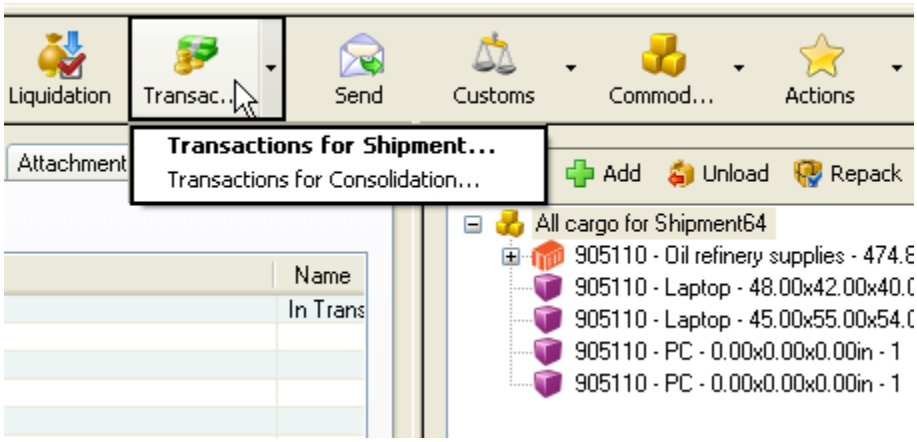
To print documents, click the **Print** button on the top toolbar and follow the prompts in the wizard. See the topic "Print Shipment Documents" for details. View and then print attached documents from the Attachments tab.

Profit: Click to see the profit for a consolidation. A list opens with details of all the expenses, income, and profit for all the Houses.


Shipment Magaya Network Accounting Reports Options Help
Ground Docum. Print Find Delete Network Send EMail Task Refresh Folders
Shipment58
Profit for Shipment "Shipment58" (USD)
Name Waybill Number Layout Description Apply to Expense Income Profit
Shipment58 0-88-1234 Master Ocean Freight Service Cost SUD HAMBURG/COLUMBUS ... 480.00 -480.00
Shipment58 0-88-1234 Master Ocean Freight Service French Destination Agent 768.00 768.00
HBOL15 HBOL15 House Ocean Freight Service Art Supplies 720.00 720.00
HBOL15 HBOL15 House Ocean Freight Service Cost SUD HAMBURG/COLUMBUS ... 480.00 -480.00
HBOL15 HBOL15 House Bill of Lading Documentation fee French Destination Agent 75.00 75.00
Actions Close Help
Expense Income Gross Profit
Total (USD): 960.00 1563.00 603.00

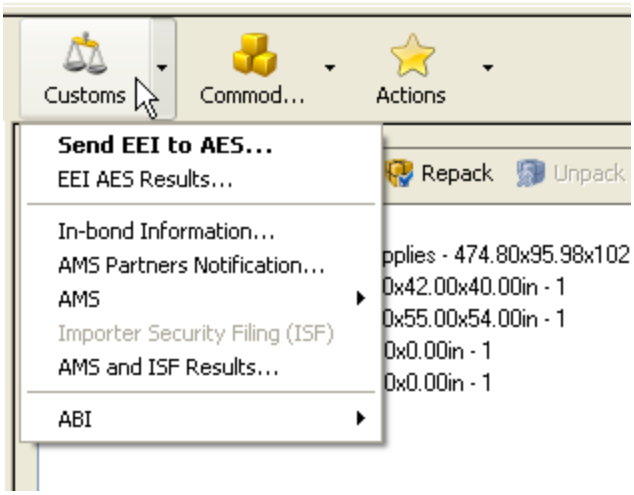
Liquidation: This liquidates the shipment and creates accounting tasks (see the topic on Liquidation).

Transactions: This button has two options: 1) Transactions for Consolidation, which is all the accounting transactions related to the Master and House that will be summarized in one screen, and 2) Transaction for the Shipment, which enables you to edit the accounting transactions. (See the section on viewing transactions.)



Send: Send the shipment information and documentation to an agent or other in the Magaya Network. This will send the transaction to another Magaya user, and they will receive it in their Magaya system, so they do not need to retype any shipment information.

Customs: Used for accessing US Customs options. If the button is grayed out, contact Magaya Corporation to activate the Customs options such as AES to export goods from the U.S. and to file the EEI. Use this button to file the EEI for commodities and vehicles, to see results from the AES system, to connect to the customs broker ABI interface, and more functions for imports. See the *Magaya Software Communications Manual* for more.



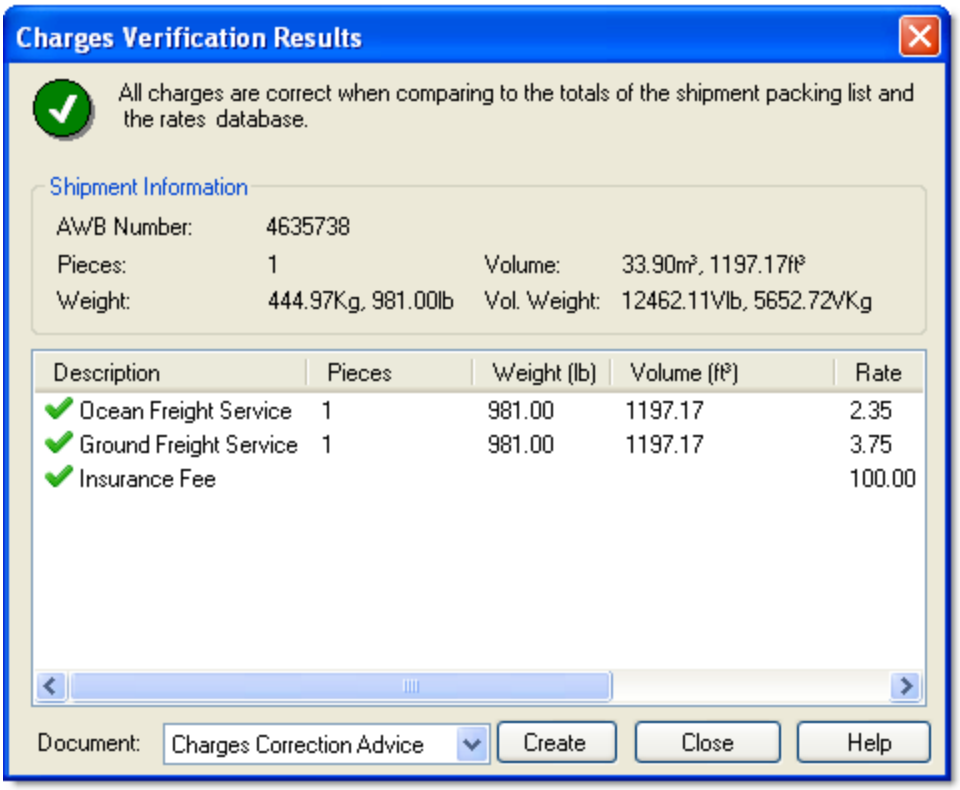
Commodities: This button has options to show or hide the cargo list, to verify the packing list, or to choose the packing list columns. (If you have a scanner and the Magaya Bar Coding plug-in activated, scan each item and the list will move the items from unverified to verified.)

The Shipment Actions Button

There are many options available from the Actions button:

- Set/Reset as In Transit, as Received, and as Delivered: Use this menu option to change the status of a shipment. When you set the shipment In Transit, the cargo has departed from the warehouse, and therefore items inside that shipment cannot be modified. The status will be updated in the Shipment List under the Warehousing folder. The Warehouse Receipt list will also be updated. (These options are for Imports. See the Imports topic for details.)
- Set as Incoming or as Outgoing: This option changes the direction of a shipment. "Incoming" is a shipment that your company is receiving (imports). "Outgoing" is a shipment that your company is sending (exports).
- Add to a Job: This function is available in the Magaya Supply Chain Solution. It allows a shipment to be connected to a Job and the progress updated in the Job screen. *Please see the Magaya Supply Chain Solution Manual.*
- Reception and Release options are for Imports. See the "Imports" topic for details.
- Reports: Use this option to create a report for the selected shipment such as a report of the cargo by shipper, consignee, etc. The Cargo Manifest report option is available here.
- History: You can view the history of all the transactions that are related to this shipment. You can go to the document or the transaction (the dialog box) for any item listed in the History list. (The History option on the Actions button is displayed in bold, indicating this is the default option for the Actions button. This means that if you click on the Actions button instead of the arrow to select an option, the History screen will appear.)
- Verify Charges: This displays a verification screen of the charges in a shipment in comparison to the rates you have entered into the system. Click the "Create" button to create a Charges Correction Advice. This form will be available in the document list in the shipment screen. This option is

commonly used by airlines to verify charges that their customers calculate. If there is a difference, the system will alert you.

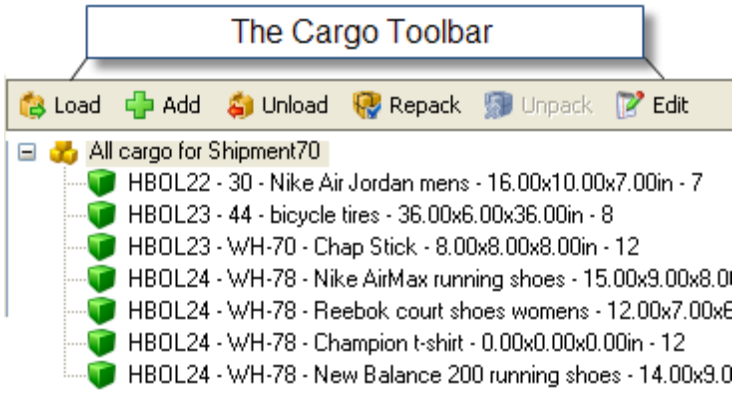


For Ocean shipments, the Actions button will give you access to ocean carrier messages (INTTRA), a Magaya plug-in.

Cargo Insurance is also available from the Actions button. For information on cargo insurance, please see the *Magaya Software Communications Manual*.

The Cargo Shipment Toolbar

The Cargo Toolbar enables you to work with the cargo in your shipment. At the House level, you will see the cargo for that House; at the Master level, you will see the consolidation of the cargo for all Houses.


The Cargo Toolbar
Load
Add
Unload
Repack
Unpack
Edit
All cargo for Shipment70
HBOL22 - 30 - Nike Air Jordan mens - 16.00x10.00x7.00in - 7
HBOL23 - 44 - bicycle tires - 36.00x6.00x36.00in - 8
HBOL23 - WH-70 - Chap Stick - 8.00x8.00x8.00in - 12
HBOL24 - WH-78 - Nike AirMax running shoes - 15.00x9.00x8.0
HBOL24 - WH-78 - Reebok court shoes womens - 12.00x7.00x
HBOL24 - WH-78 - Champion t-shirt - 0.00x0.00x0.00in - 12
HBOL24 - WH-78 - New Balance 200 running shoes - 14.00x9.0

For any item listed, you can double-click it to open it and view details.

If there is a container in the list and loose cargo items that you want inside the container, just click and drag the items into the container.

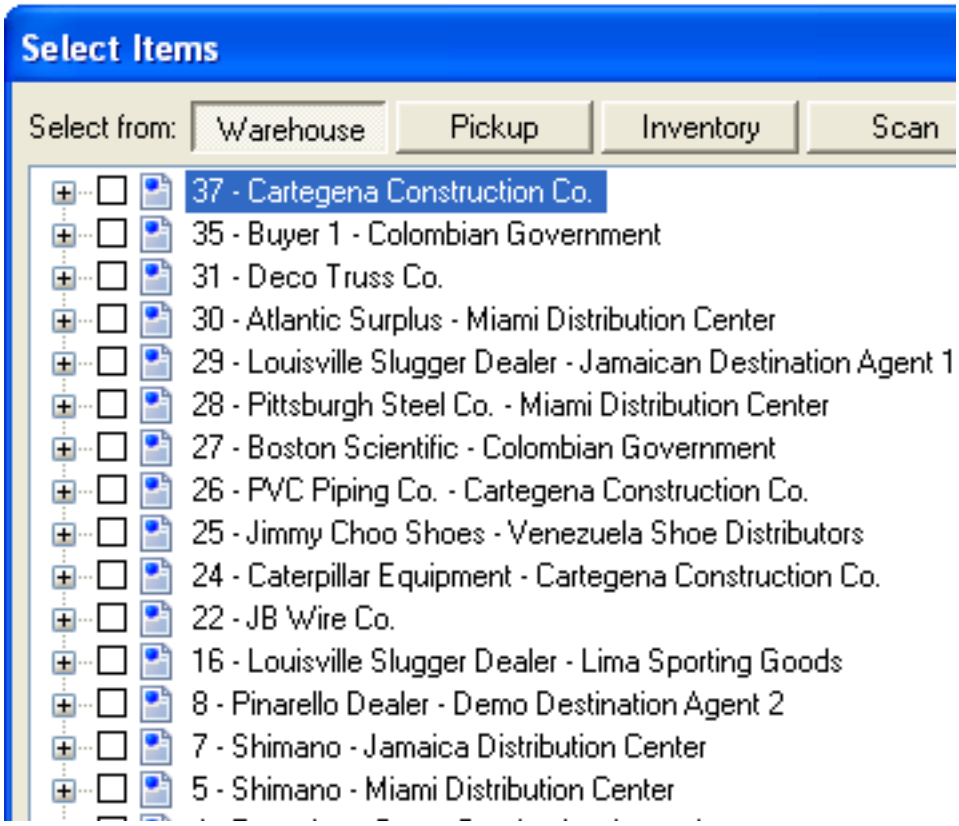
To change the columns in the Cargo List, click on the Commodities button in the Shipment Toolbar and select “Choose Packing List Columns”.

Loading Cargo in a Shipment

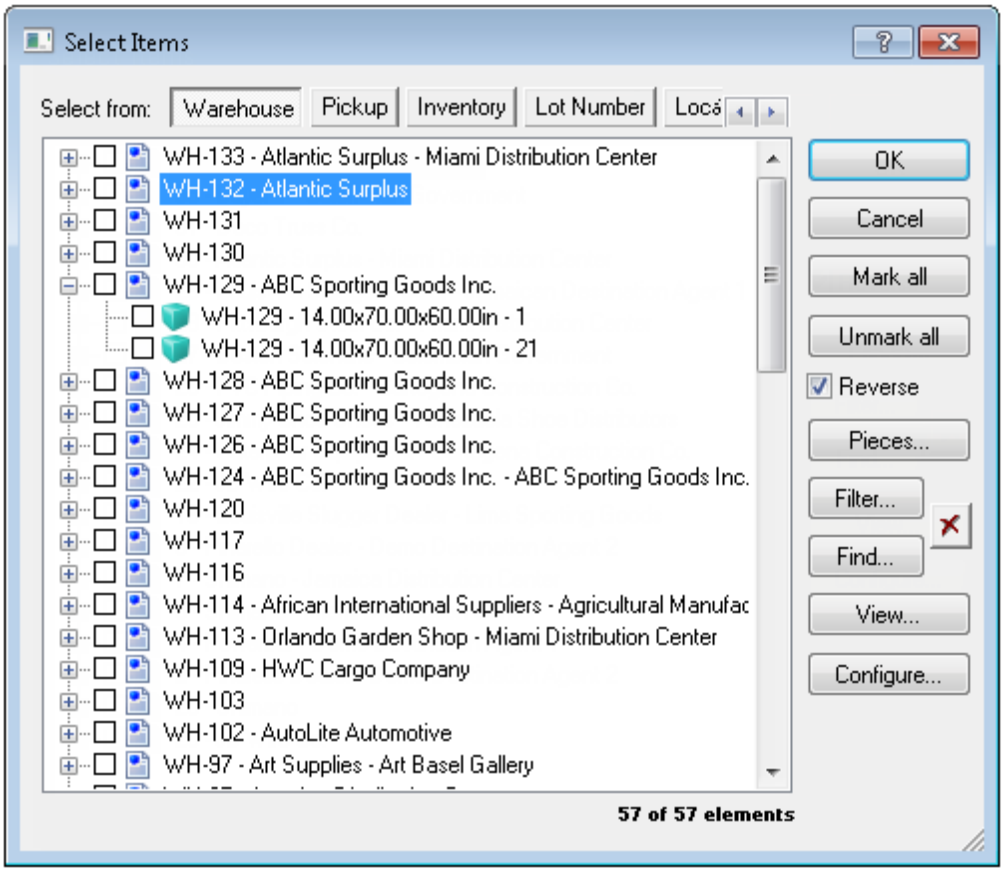
Cargo can be loaded into a shipment transaction from the Cargo Toolbar. Let’s look at the following buttons and their functions:

The “Load” button opens different screens, depending on the software you have.

- **Load**: This opens another screen to load cargo into the House you have selected, not at the Master level:


Select Items
Select from:
Warehouse
Pickup
Inventory
Scan
37 - Cartegena Construction Co.
35 - Buyer 1 - Colombian Government
31 - Deco Truss Co.
30 - Atlantic Surplus - Miami Distribution Center
29 - Louisville Slugger Dealer - Jamaican Destination Agent 1
28 - Pittsburgh Steel Co. - Miami Distribution Center
27 - Boston Scientific - Colombian Government
26 - PVC Piping Co. - Cartegena Construction Co.
25 - Jimmy Choo Shoes - Venezuela Shoe Distributors
24 - Caterpillar Equipment - Cartegena Construction Co.
22 - JB Wire Co.
16 - Louisville Slugger Dealer - Lima Sporting Goods
8 - Pinarello Dealer - Demo Destination Agent 2
7 - Shimano - Jamaica Distribution Center
5 - Shimano - Miami Distribution Center

In this screen, you can load items from WRs, Pickup Orders, Inventory, Locations, or by Scanning. Just select the button from the top of the screen.

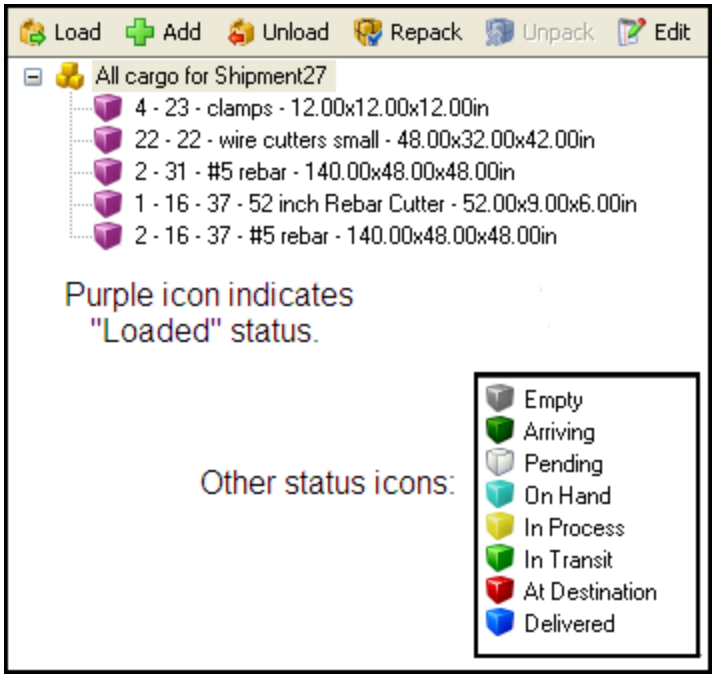


- **Add**: Use this to add cargo that does not have a Warehouse Receipt (to add on the fly). The Commodities screen opens. See the topic "Commodities". Cargo from different locations can be added into containers only.
- **Unload**: To remove cargo from this House and place it back in the warehouse in “On Hand” status (if it was part of a Warehouse Receipt).
- **Repack**: See the “Repack Cargo” section.
- **Unpack**: To move some items out of the container. The items will remain in the House. If you click the Unpack button when you have a container selected, all the items in that container will be unpacked. If you click on an item, only that item will be unpacked from the container.
- **Edit**: To make changes.
- **Mark All and Unmark All**: Use these to select or unselect all items.

Cargo Status

The icons for the cargo indicate the status of the cargo:

- Yellow is In Process (or Ordered)
- Aqua is On Hand
- Purple is Loaded
- Light Green is In Transit (Dark Green is Arriving)
- Blue is Delivered



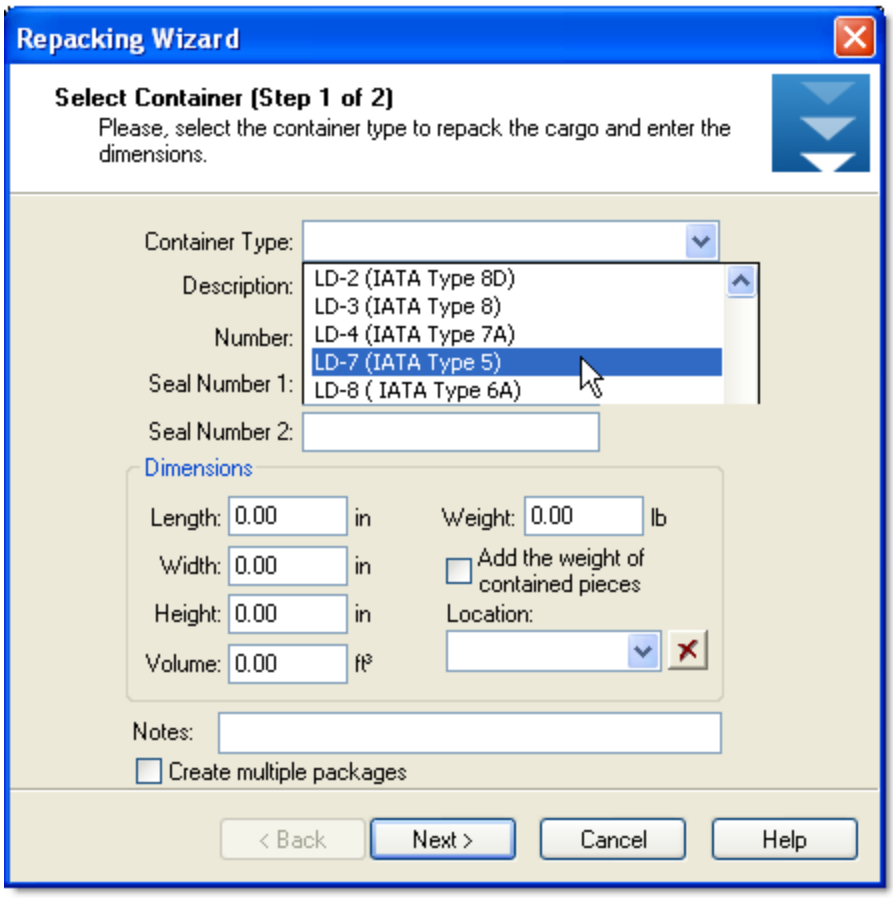
To prevent loading items that are in a “Receiving” location, set the preference in Maintenance > WMS.

Repack Cargo

Cargo can be repacked after you add it to a shipment. This topic explains how to use the repacking wizard for cargo items including containers. Also covered is how to print labels.

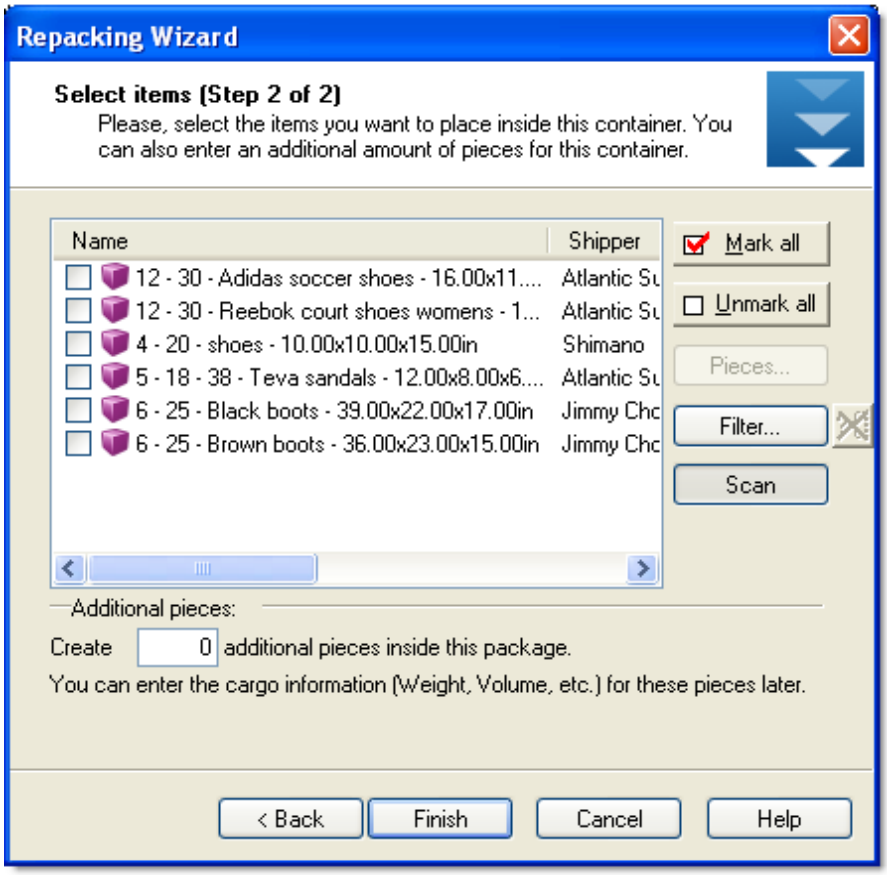
Using the Repack Cargo Wizard

To repack cargo within a shipment, click on the shipment in the Shipment folder to select it and click on the Repack button on the Cargo Toolbar. A wizard opens.



- Select the container type. A "container" can be a pallet, an ocean container, air container, etc. This dropdown menu pulls its definitions from the Package Types list (under the Warehousing folder). In Magaya software 9.1 and higher, you can select items from different locations to put inside a container. See the section "Handling Containers" in the *Magaya Supply Chain Solution Operations Manual.*
- Enter the cargo description.
- Enter the container number. (Note: The system can be configured to require that only valid container numbers be entered. See Configuration > Ocean.)
- Enter the seal numbers for the container (for ocean shipments only).
- Enter the container dimensions if necessary.

- Click to check the box if you want to add the weight of the contained pieces to the total weight. *Note*: This is required when sending information to US Customs.
- Select a location in your warehouse where this container is located.
- Add notes as needed and click the Next button to go to the next screen in the wizard.
- If you want to make more than one package, check the box "Create multiple packages". For example, if you receive 1000 pieces but they come in boxes o 50, this will create 20 boxes in one step.


Repacking Wizard
Select items (Step 2 of 2)
Please, select the items you want to place inside this container. You can also enter an additional amount of pieces for this container.
Name
Shipper
12 - 30 - Adidas soccer shoes - 16.00x11....
Atlantic Su
12 - 30 - Reebok court shoes womens - 1...
Atlantic Su
4 - 20 - shoes - 10.00x10.00x15.00in
Shimano
5 - 18 - 38 - Teva sandals - 12.00x8.00x6....
Atlantic Su
6 - 25 - Black boots - 39.00x22.00x17.00in
Jimmy Chc
6 - 25 - Brown boots - 36.00x23.00x15.00in
Jimmy Chc
Mark all
Unmark all
Pieces...
Filter...
Scan
Additional pieces:
Create 0 additional pieces inside this package.
You can enter the cargo information (Weight, Volume, etc.) for these pieces later.
< Back
Finish
Cancel
Help

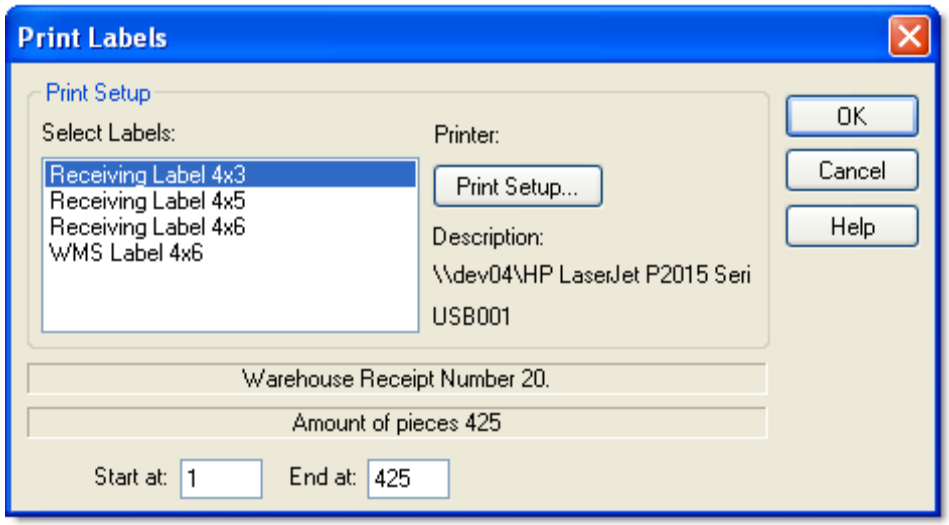
- Select the items you want to include inside the container.
- Click the Finish button when you are done. The cargo will be repacked. If you want to add more items to this container after you finish this screen, you can select the container in the Cargo List and click the Repack button again.

Handling Containers

In Magaya software 9.1 and higher, you can select items from different locations to put inside a container. When using Magaya WMS Mobile, there is an option to repack items from different locations. See the section on partial picks and loads in "Release Cargo with WMS Mobile Devices" in the *Magaya Supply Chain Solution Operations Manual*.

Print Labels

To print labels, click the Print button arrow. Select "Print Labels". Options are:



- Select the label size and priter setup.
- Change the amount of labels to print if needed.

Print Documents

To print documents, click the Print button on the top toolbar and follow the prompts in the wizard. See the section "Print Shipment Documents" for details. View and then print attached documents from the Attachments tab.

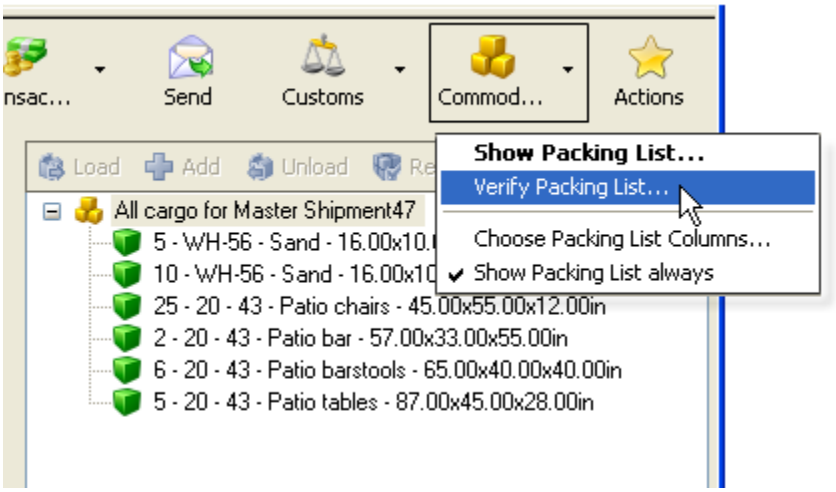
Verify Packing List

The software contains a function to verify a packing list. This is used to ensure all the correct items are loaded into the correct shipment.

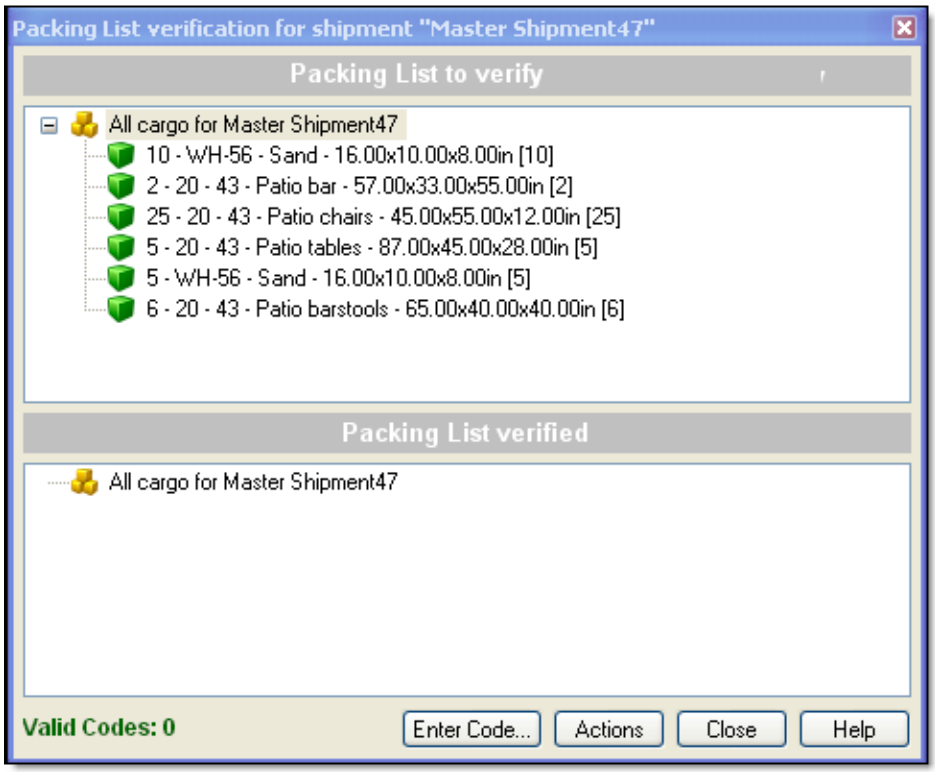
Verify Packing List

To verify a packing list after loading the cargo, click the arrow on the side of the Commodities button in the Shipment Toolbar.

Select “Verify Packing List”:

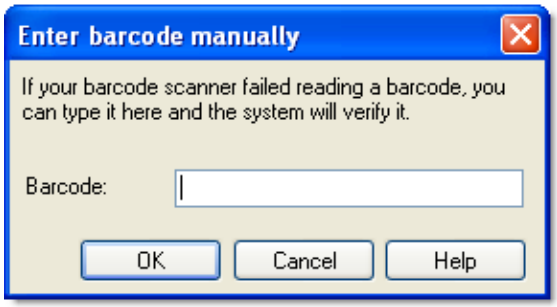

nsac...
Send
Customs
Commod...
Actions
Load
Add
Unload
Show Packing List...
Verify Packing List...
Choose Packing List Columns...
Show Packing List always
All cargo for Master Shipment47
5 - WH-56 - Sand - 16.00x10.
10 - WH-56 - Sand - 16.00x10
25 - 20 - 43 - Patio chairs - 45.00x55.00x12.00in
2 - 20 - 43 - Patio bar - 57.00x33.00x55.00in
6 - 20 - 43 - Patio barstools - 65.00x40.00x40.00in
5 - 20 - 43 - Patio tables - 87.00x45.00x28.00in

In the screen the opens, all the items for the shipment appear:


Packing List verification for shipment "Master Shipment47"
Packing List to verify
All cargo for Master Shipment47
10 - WH-56 - Sand - 16.00x10.00x8.00in [10]
2 - 20 - 43 - Patio bar - 57.00x33.00x55.00in [2]
25 - 20 - 43 - Patio chairs - 45.00x55.00x12.00in [25]
5 - 20 - 43 - Patio tables - 87.00x45.00x28.00in [5]
5 - WH-56 - Sand - 16.00x10.00x8.00in [5]
6 - 20 - 43 - Patio barstools - 65.00x40.00x40.00in [6]
Packing List verified
All cargo for Master Shipment47
Valid Codes: 0
Enter Code...
Actions
Close
Help

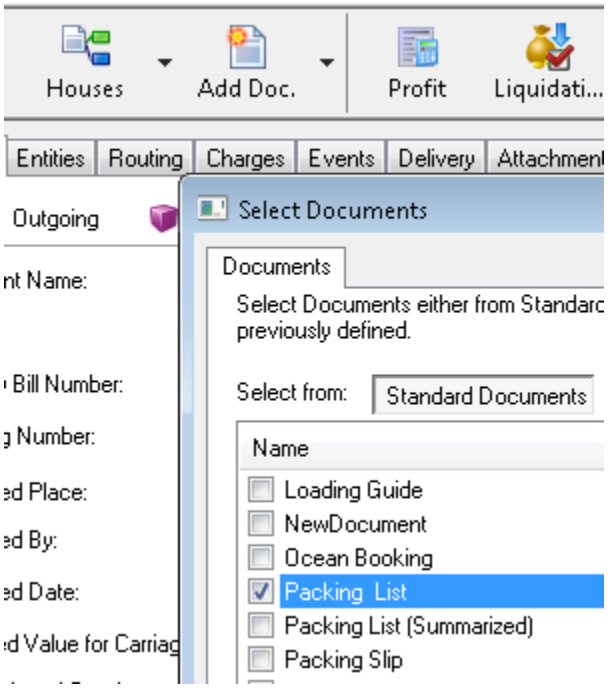
As you scan each item, it is moved automatically from the top half of the screen into the verified section.

If the scanner failed to read a bar code, you can enter the code manually by clicking on the “Enter Code” button. A dialog box opens for you to type in the bar code number:


Enter barcode manually
If your barcode scanner failed reading a barcode, you can type it here and the system will verify it.
Barcode:
OK
Cancel
Help

Create a report of the items by clicking on the Actions button.

The Packing List document can be added to a shipment from the "Add Doc." button on the Shipment Toolbar.



The "Summarized" Packing List template will group Part Numbers together to make the document easier to read. It can also display Serial Numbers.

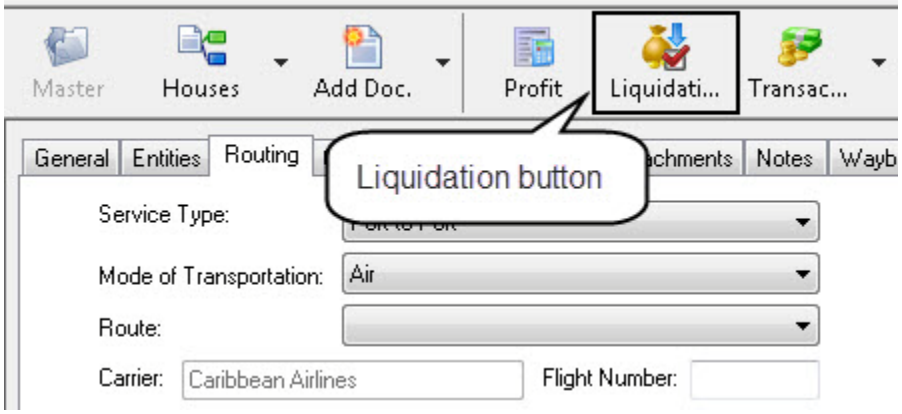
Liquidation

Liquidation is the process that creates all your Accounts Receivables, Accounts Payables, and transactions related to a shipment or consolidation in one step.

Liquidation Steps

To liquidate a shipment follow these steps:

1) Click on the Liquidation button on the Shipment Toolbar.



A list opens, displaying a summary of income and expenses. These are the charges from the Charges tab.

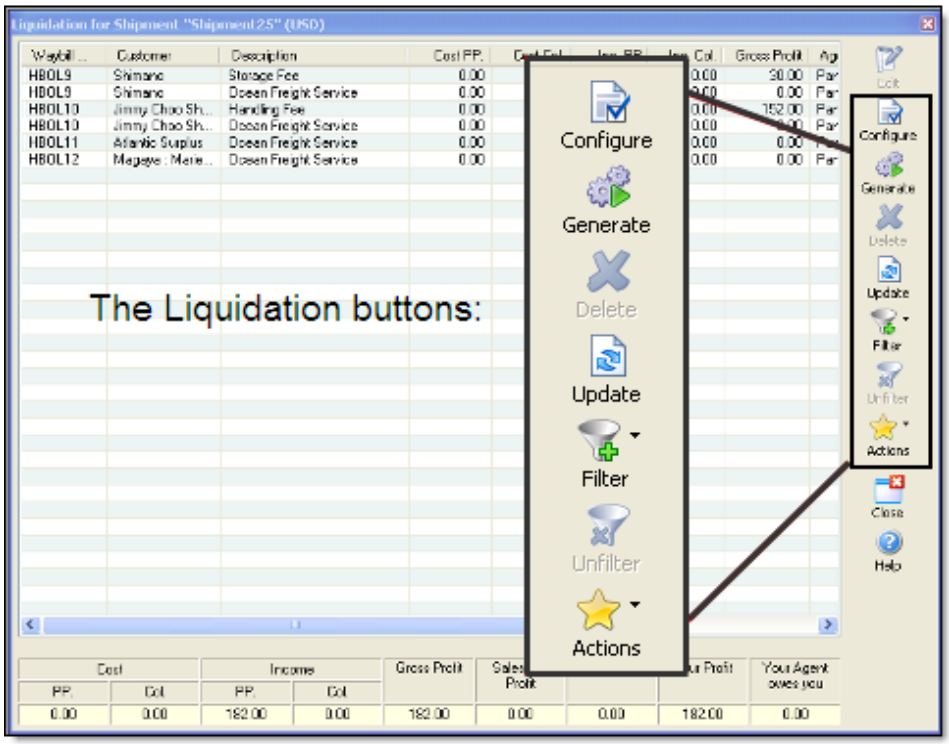
2) Click "Generate."

3) Review the items in the confirmation screen, and click "OK" when ready. Optional: You can change the date (if you have permissions/role).

Liquidate House Charges:

To liquidate charges for a House separate from the whole consolidation, click the "Generate" button on the Charges tab for the House.

Totals are displayed at the bottom. The set of buttons on the side of the list gives you the ability to configure the liquidation set up, to generate the transactions, and to update and filter the list.



The default columns in the Liquidation screen are:

- Waybill number (the air waybill or ocean/ground bill of lading number)
- Customer name
- Description of the fee
- Cost Pre-Paid (PP): Cost invoiced at origin
- Cost Collect (Coll): Cost invoiced at destination
- Income Pre-Paid (Inc. PP): Income invoiced at origin
- Income Collect (Inc. Coll.): Income invoiced at destination
- Gross Profit is the (Income Pre-Paid + Income Collect) - (Cost Pre-Paid + Cost Collect)
- Agent Name: Set their currency preference by activating the option in the Configuration menu and then set it in the Agent's profile on the Payment Terms tab
- Agent Participation: This column shows the rule or formula such as 50% that is used to calculate the agent participation per charge (per itemized

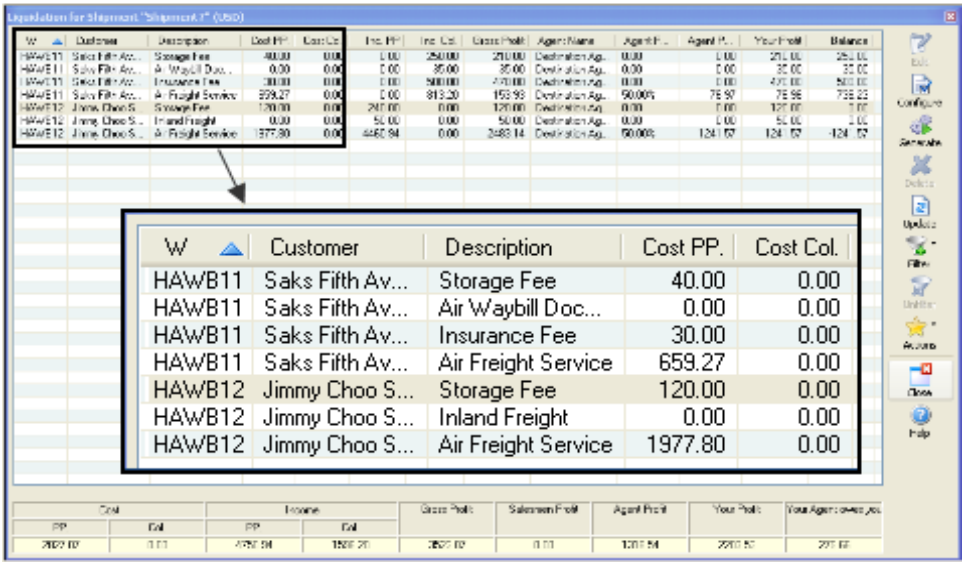
line). Not all charges will show an agent participation; normally only the freight charges are shared with an agent.

- Agent Profit: The amount that goes to the agent per charge type.
- Your Profit: The amount that your company is making per charge after subtracting agent and salesperson's commissions.
- Balance: The amount that the agent owes you per charge. If the amount is a negative amount, then you owe the agent that amount.

As with any list, you can choose the columns and rearrange the order of them by using the Actions button. Options include adding a salesperson and cargo dimensions. In the "Choose Columns" dialog box, you can also select columns from related transactions.

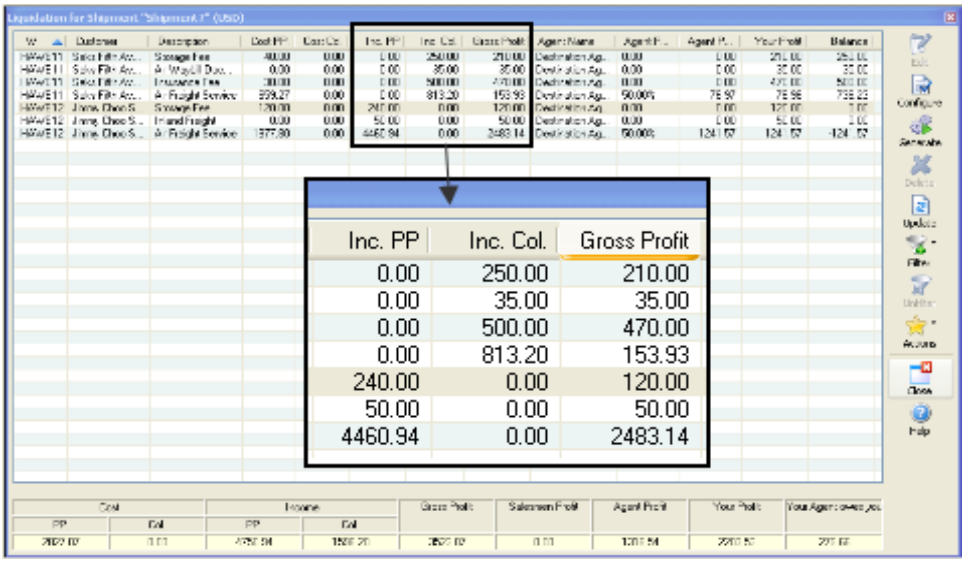
Each line in the Liquidation list itemizes the details of the charges for each House, showing the income amount and the prorated amount.

The following screenshot highlights the section of the Liquidation list that shows the House air waybills, customer name, fee description and costs:


W
Customer
Description
Cost PP.
Cost Col.
HAWB11 Saks Fifth Av... Storage Fee 40.00 0.00
HAWB11 Saks Fifth Av... Air Waybill Doc... 0.00 0.00
HAWB11 Saks Fifth Av... Insurance Fee 30.00 0.00
HAWB11 Saks Fifth Av... Air Freight Service 659.27 0.00
HAWB12 Jimmy Choo S... Storage Fee 120.00 0.00
HAWB12 Jimmy Choo S... Inland Freight 0.00 0.00
HAWB12 Jimmy Choo S... Air Freight Service 1977.80 0.00

- In this example there are two Houses (HAWB11with four charges and HAWB12 with three charges). All the Costs are Pre-paid.

The following screenshot highlights the income for the Houses:

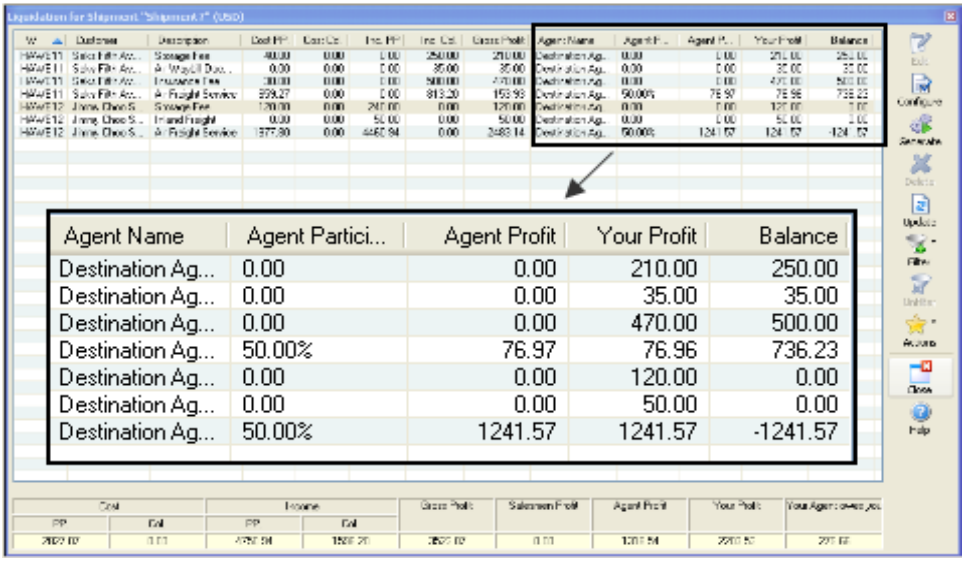


- The Income charges are Collect for HAWB11, and for HAWB12 the Income charges are Pre-paid.

Also see the sections on Agent Participation and how to configure your system to generate the charges for the liquidation.

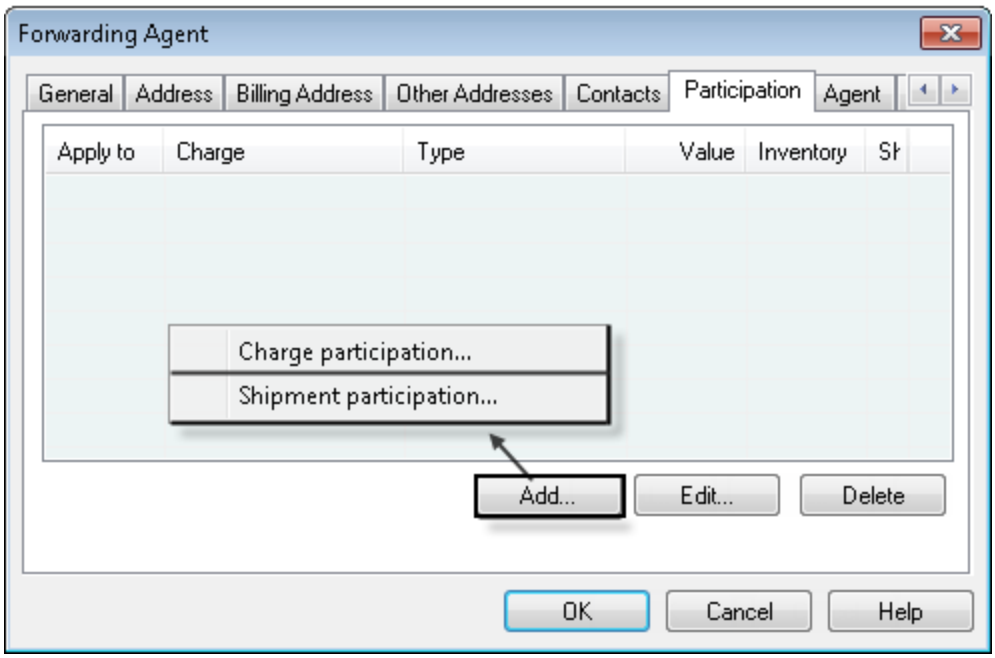
Agent Participation

The following screenshot highlights the agent's participation and profit, and your profit and the balance itemized per line of what the agent owes you. (A negative signs means that you owe the agent):

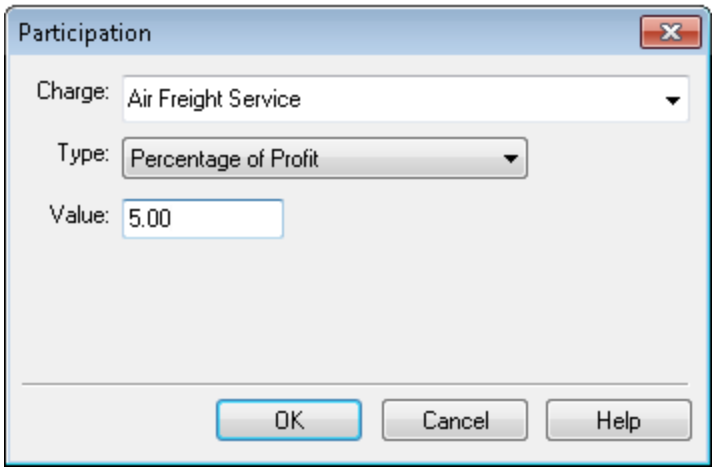


In this example we are sharing 50% of the air freight gross profit with our agent for both Houses.

The profit sharing for an agent can also be set in the Forwarding Agent's profile (in the Maintenance folder). Click the Participation tab. Click "Add" and select the type of participation, either for a shipment or other charges.



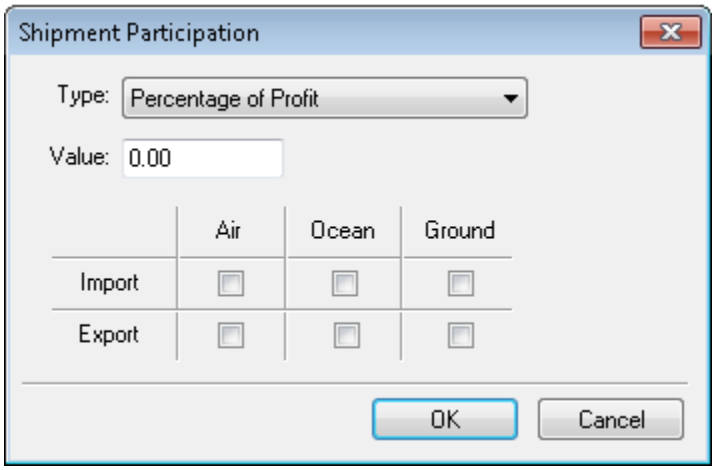
The participation can be set as a percent, a flat value, or amount per weight, volume, or piece by selecting from the "Type" dropdown menu in the Participation dialog box:



- To calculate the participation by weight, multiply the dollar amount (for example $1.50) by the weight; the formula you enter on the line would be: 1.50*W. (Enter an asterisk (*) for the multiplication function.) Weight is in pounds (lb).
- To calculate the participation by volume (for the above example), enter the formula: 15*V. Volume is in cubic feet (ft^3).

- To calculate the participation by pieces (for the same example), enter the formula: 15*P.

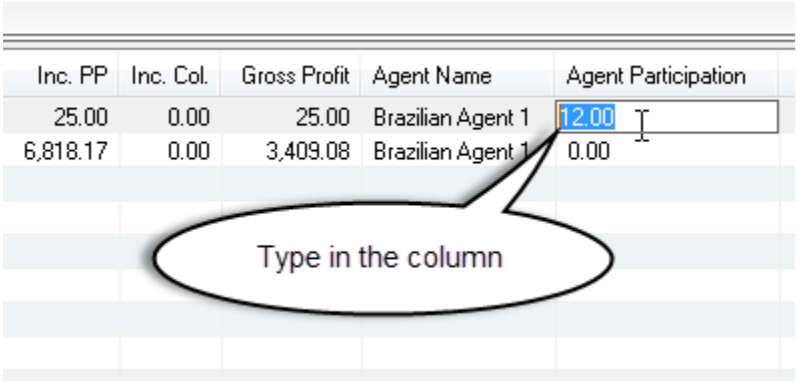
To add a Shipment Participation for an agent, select the "Shipment Participation" option from the Add button's pop-up menu.



Select the options you want for the type of participation, the value, and which shipping transactions to apply it to.

To set a preferred currency for an agent, activate the option in Maintenance > Configuration > Accounting, and then set the currency in the agent's profile on the Payment Terms tab.

In the Shipment Liquidation Screen: To modify an agent's profit sharing for the shipment in the Liquidation list, click on the cell in the table and enter the number and the percent symbol. After you enter the formula, the amount will be calculated by the system and appear in the column.



The totals on the bottom of the screen show:

- Cost: Pre-Paid and Collect
- Income: Pre-Paid and Collect
- Gross Profit: subtract costs from income

- Salesman Profit (the person who brings you the customer; to set up, go to Maintenance and the Salesperson's profile)
- Agent Profit (To set up the Agent's profit sharing, go to the Maintenance folder and edit the agent's profile in Forwarding Agents.)
- Your Profit
- Your Agent Owes You/You Owe Your Agent: The correct one will appear, determined based on if the amount is pre-paid or collect.

The profit of the agent on the bottom of the screen will be calculated by the amounts on the line items. If the agent collects all the fees at the destination, your agent will owe you and the system will generate an invoice for the agent. (If the destination agent enters all the charges when they create an import shipment, then they enter "100%" in the Agent Participation column for charges that were pre-paid at origin. For more on imports, see the topic "Imports".)

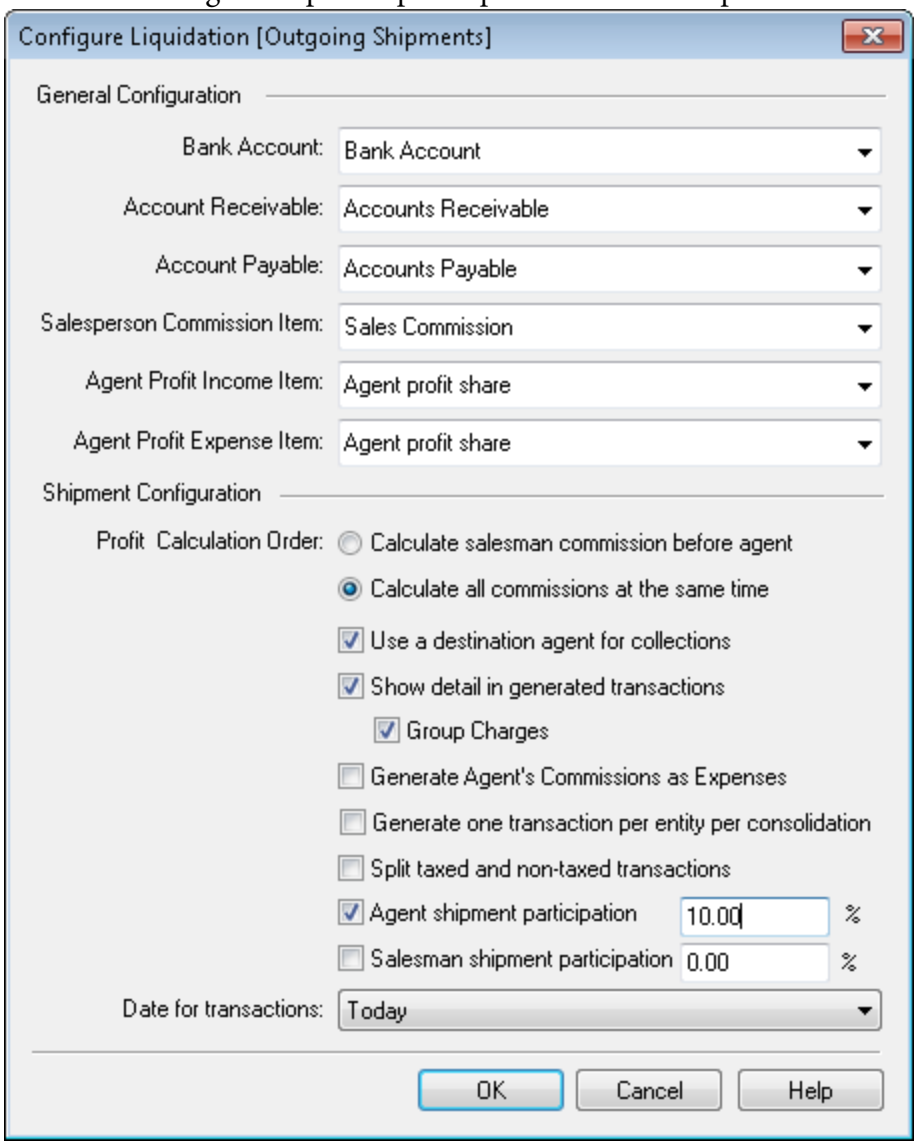
If you collect more money at the origin and have to pay the agent, the system will create a credit memo. In the example, there is a combination of Pre-paid and Collect Houses. The system will calculate to create an invoice or a credit memo for the agent. These accounting transactions will appear in the Transactions list after you generate the charges.

The Liquidation is the place to catch any billing errors. If one line item shows a negative profit, verify two things: 1) if the amount was incorporated into a cost charge (if it is too high), or 2) if you are charging the correct amount.

Set Agent Participation System-wide:

In Magaya software versions prior to 9.8, it was necessary to assign the percentage to all possible charge definitions that could be added to a shipment. In Magaya software version 9.8 and higher, it can be defined in the Configuration menu:

Go to Configuration > Accounting > Main tab: Click the "Incoming" and/or "Outgoing" buttons for "Configure Liquidation Options." In the dialog box, check the box for Agent shipment participation and enter a percent.



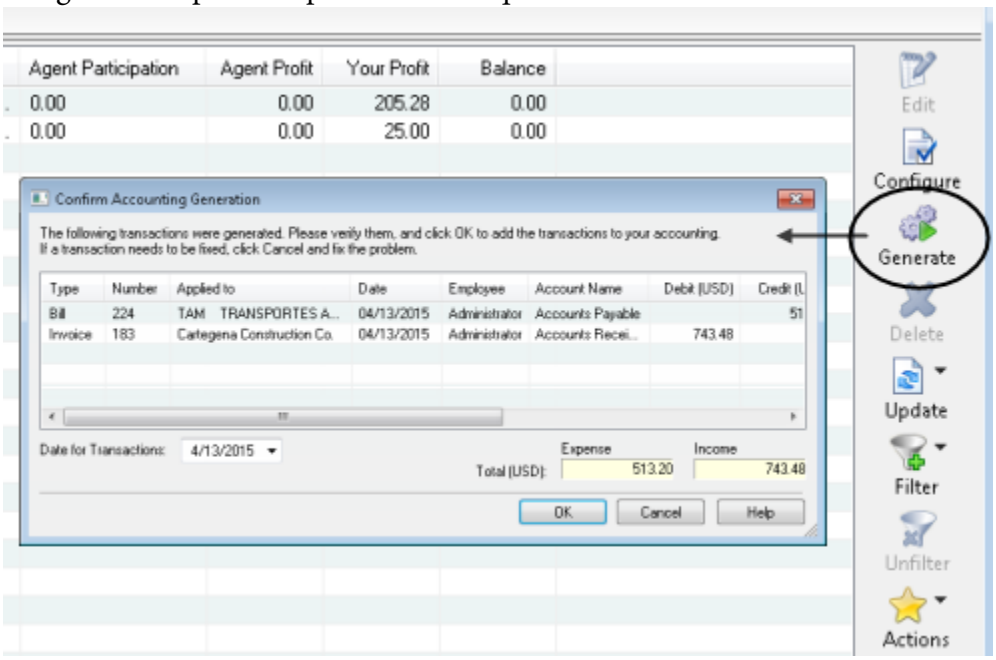
The percentages set here will be calculated automatically when you liquidate a shipment. Note: This same configuration option is also available per shipment by clicking the “Configure” button in the Liquidation screen. The percent applies to all the line items in the Liquidation screen. Any line can be edited by typing over a number in a column.

Configure how the Liquidation is Generated

The system will generate an invoice for the agent (if they owe you) or credit memo (if you owe) for the agent. That transaction will appear in the Accounting

folder and the Transaction List, not here in the Liquidation list because it is the result of the liquidation. All other accounting transactions will be created when you click the Generate button.

To generate transactions, click on the **Generate** button. A dialog box will open, listing the accounting transactions. Verify them and click the OK button, or cancel to make corrections. Charges included in the generated transactions will change from "open" to "posted" after liquidation.



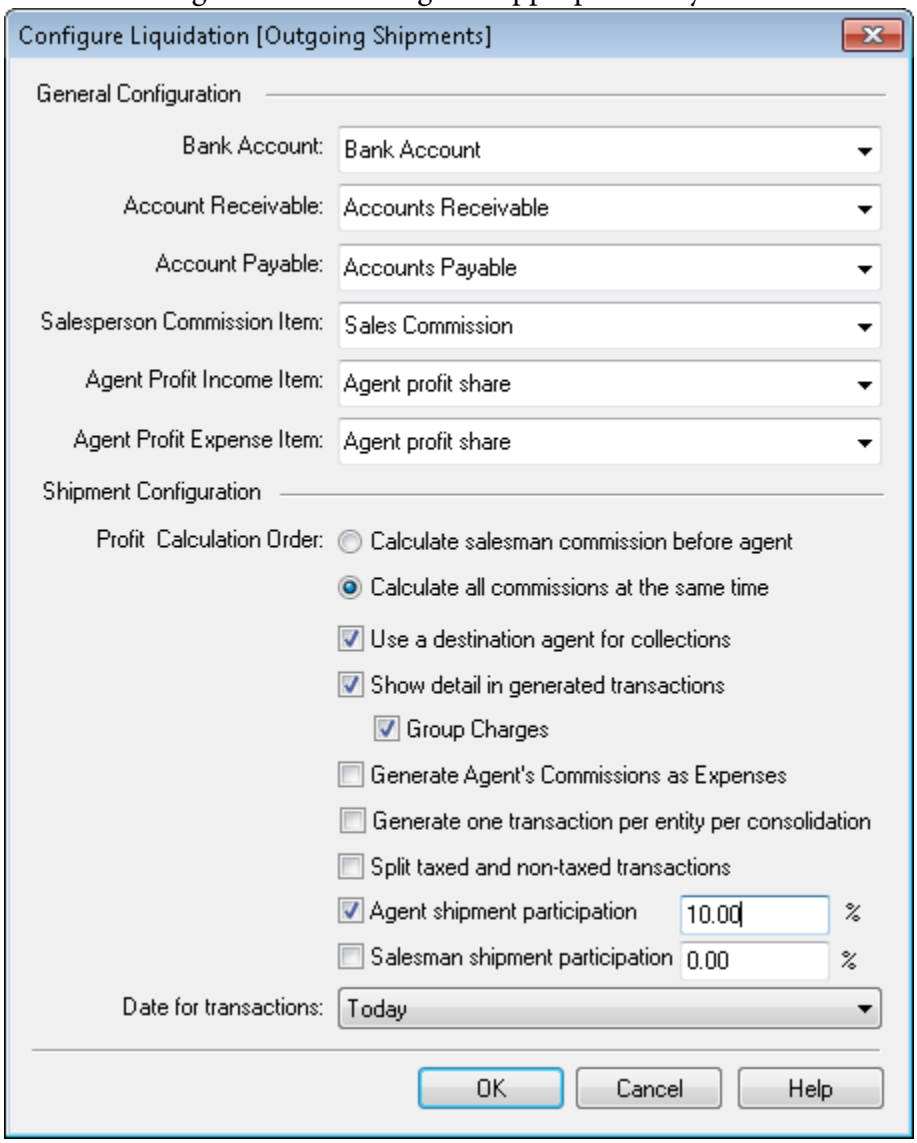
The **Update** button will update (reset) the profit sharing information from the Maintenance folder for agents to reflect the amounts preset in the system. If you make changes in the Maintenance folder, the system will recalculate based on the new information by clicking the Update button.

To create **reports** based on the liquidation, click the Actions button and select the option to create a report by waybill number or by shipment name. These are the reports you can send to your destination agent, so the agent can see the results of the liquidation.

Also see the topic "Using the Shipment List" for more on reports and choosing columns for information such as liquidation costs prepaid and collect.

To configure how the transactions will be generated in the Liquidation for this shipment, click the **Configure** button on the right side of the Liquidation

screen. A dialog box opens. The system sets the defaults to this shipment as shown in the dialog box. Make changes as appropriate to your business.


Configure Liquidation [Outgoing Shipments]
General Configuration
Bank Account: Bank Account
Account Receivable: Accounts Receivable
Account Payable: Accounts Payable
Salesperson Commission Item: Sales Commission
Agent Profit Income Item: Agent profit share
Agent Profit Expense Item: Agent profit share
Shipment Configuration
Profit Calculation Order: Calculate salesman commission before agent
Calculate all commissions at the same time
Use a destination agent for collections
Show detail in generated transactions
Group Charges
Generate Agent's Commissions as Expenses
Generate one transaction per entity per consolidation
Split taxed and non-taxed transactions
Agent shipment participation 10.00 %
Salesman shipment participation 0.00 %
Date for transactions: Today
OK
Cancel
Help

See also the Maintenance folder > Configuration > Accounting for setting incoming and outgoing liquidation options system-wide.

Invoices generated will go to the Accounts Receivable account selected here in this Configure screen. Bills generated will be assigned to the Accounts Payable account that is set up in this screen.

The Salesperson's commission will be generated and the item on the bill will show as "**Sales Commission**". The commission can be set here, in their profile, or system-wide in the Configuration menu.

The Agent Profit Income Item will be assigned as "Agent profit share" in the invoice and summarized in the invoice. You can choose to expand the itemization. (You can summarize here and send a detailed report.)

The system checks by default the option to "**Use destination agent for collections**." The agent will collect the money at the destination for consolidated shipments, and the system will not generate invoices for charges that are collect; it will summarize all these charges in an invoice for the agent. If you do not have this checked, the system will create invoices for all charges (pre-paid and collect), and there would be no invoice for the agent in this case. In the case of a straight shipment, the carrier acts as a collection agent and collects the charges for you. If the charges are collect, the system will create a Bill Credit for the carrier with the amount they owe you.

The system also checks by default the option to "Show detail in generated transactions." The system will show all the line items from the liquidation and place them in the invoice. You can also group the charges, for example to show all the ocean freight for the Houses will be grouped on one line.

The option to "**Generate Agent's Commissions as Expenses**" does not have a check in the box (it is off by default). If it is off, the amounts that will appear in the invoices generated will be less than the amount than if this is on. If it is off, the income will have the agent amount already subtracted. If it is on, you will have the whole income and the commission will be on a separate line on the invoice.

Profit Calculation Order: Agent participation can be calculated at the same time as the salesperson, or after the sales commission is taken out.

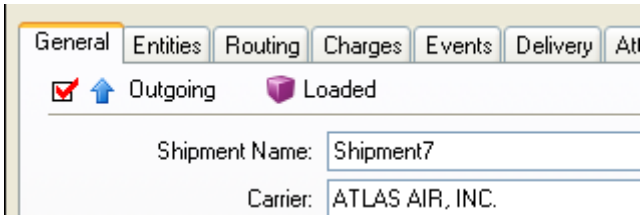
Generate One Transaction per Entity per Consolidation: The system will group all the transactions for the same entity under one transaction, such as more than one House for the same customer.

Agent (or Salesman) shipment participation: Check the box and enter a percent for this shipment.

Split Taxed and Non-Taxed Transactions: This will separate taxed from non-taxed transactions, even if they belong to the same entity.

The date for the transactions can be set to today, the creation date, the departure date, or the arrival date.

When an outgoing shipment has been liquidated, a red checkmark will appear on the General tab:



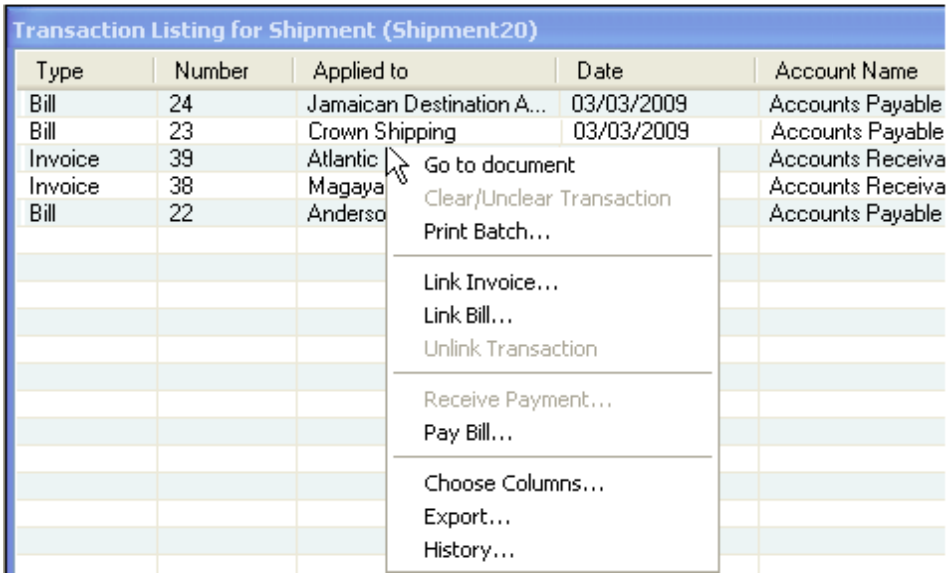
Adding, deleting, cutting or pasting of House shipments from a liquidated master shipment can only be done by an administrator.

View Accounting Transactions

To view all accounting transactions, click on the arrow on the side of the **Transactions** button on the Shipment Toolbar. The Transaction button has two options: to view the transactions from the shipment or from a consolidation.

If you select to view the transactions for a consolidation, a summary will be displayed. You will not be able to edit any transactions in this summary.

This list shown here is for a shipment (not all of these options will be available in the consolidation view). In the shipment list, you can add, edit or delete transactions. You can right-click on a transaction and select from the menu:



- To view one of the documents, select “Go to the document”.
- Select “Link Invoice” or “Link Bill” to link a previously created invoice or bill to this shipment. A dialog box will open, showing a list of transactions to choose from.
- Select “Pay Bill” to write a check to pay the highlighted bill. A dialog box opens with all the information for the check.
- Other options enable you to choose the columns in this list, to export the data, or view the history of that transaction.
- In this screen you can also add transactions by clicking on the Add button. For example you can add another invoice and it will be related to this shipment. It will get the information from the shipment you are working on and the invoice will appear directly in Accounting as Posted. (If you create the invoice in the Invoices List, you will have to link it from there.)

These same options are available from the Actions button. (The options in the Actions button menu vary depending on the shipment's mode of transportation.)

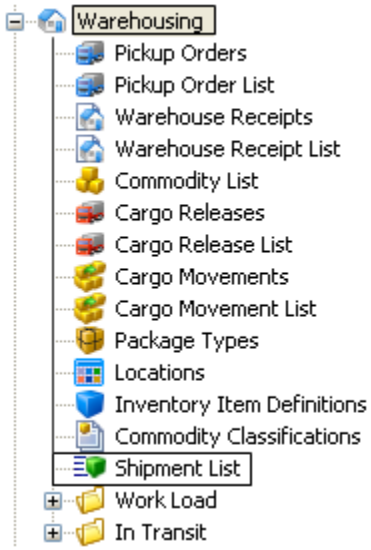
View Customer Statement: To view a customer's statement with shipment details, go to the Customer List in Maintenance and right-click on the customer name and select the statement you want.

Using the Shipment List

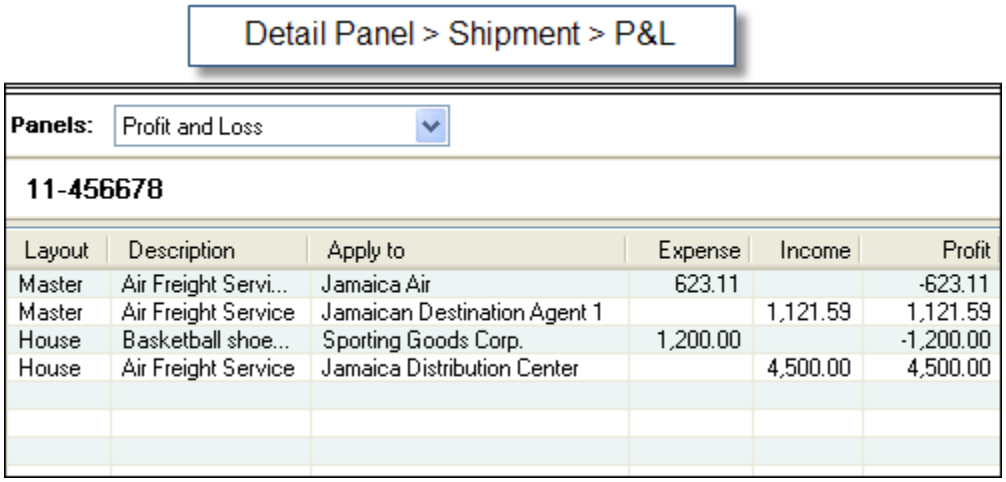
Shipment List

What is the Shipment List? The Shipment List shows all the shipments your company has handled. A Magaya user with administrative rights can give or restrict access to the Shipment List by selecting the list and clicking "File > Permissions" (and in Maintenance > Employees list).

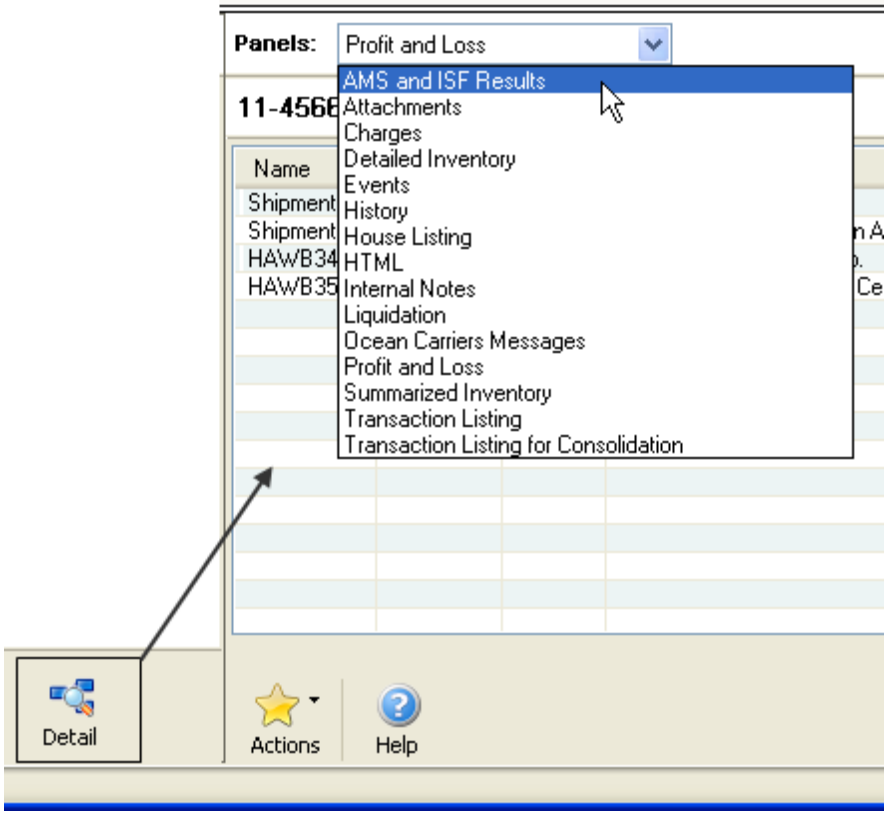
The Shipment List is located under the Warehousing folder in Magaya Explorer.



Use the **Filter** button to display only those shipments you want to see or click the "Detail" button to view shipment details.



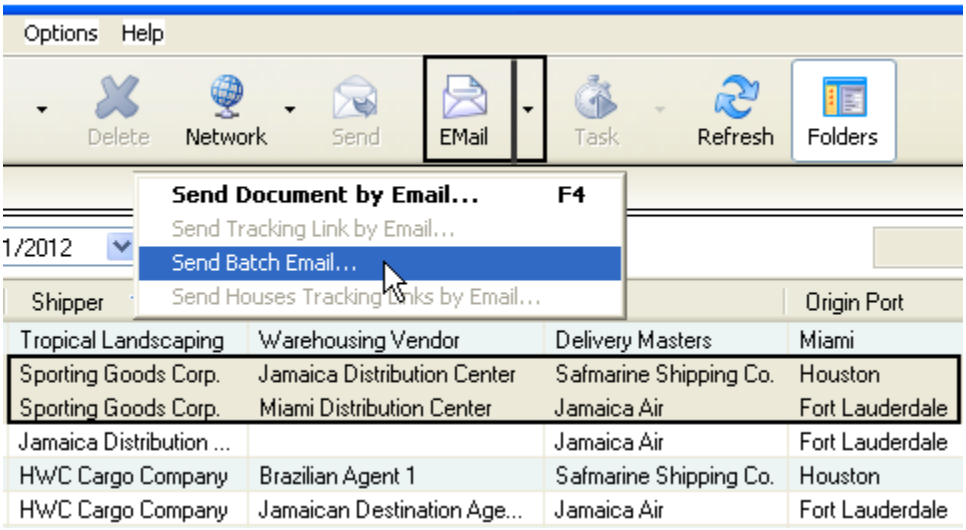
There are many options in the Detail panel; explore to see what helps you:



As with all lists in Magaya Explorer, you can rearrange the columns and select which columns you want to see by using the Actions button. Column options include costs, profits, status of AES or AMS, master waybill numbers, etc. You can also import and export the data in and out of Magaya Explorer.

To send a batch of email messages, select multiple shipments from the list by holding down the "Shift" key. Then click the Email button on the top toolbar.

Select the option “Send Batch Email”. The email template dialog box will open. Fill in the fields to send the messages.



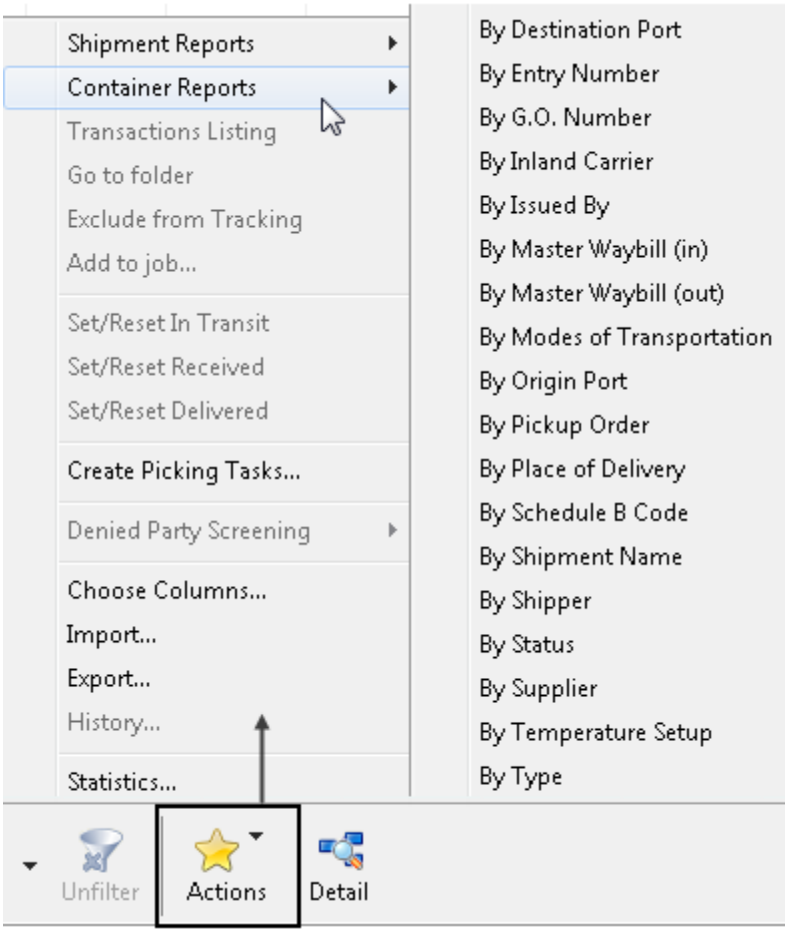
To change the status of more than one shipment at a time, select multiple shipments by holding down the Shift key and right-click. In the pop-up menu, select the transit status you want. It is best to sort the list first by using the Filter button: Select to view all Houses or all Masters (do not mix them to avoid duplication) and also select the direction (either outgoing or incoming). Then select the shipments you want to change the status as a group.

Using the **Actions** button offers the following options:

- **Create Reports**: There are two report options available: To create a Shipment report or a Container report. You can create reports in the Shipment List that will group all the shipments together to see how much cargo you are moving to one port or for one consignee, etc. (In contrast, the reports

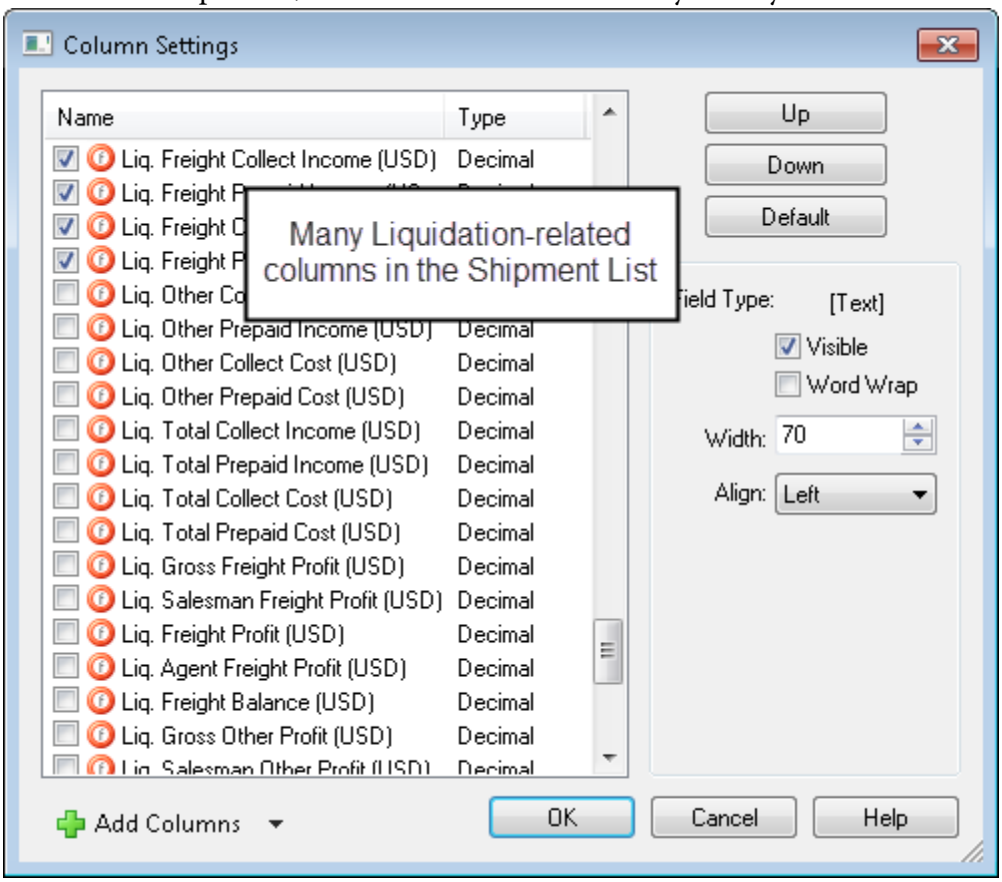
you create from a shipment itself will only show information about the cargo on that shipment.)

Containers Reports will show the items created as containers, either by using the "Add Container" button in Warehouse Receipts or the Repack button in the Cargo Toolbar for the Shipment.



- **View Transactions**: You can view the transaction listing for any shipment. Select the transaction and then use the Actions button to select Transaction Listing. (Shortcut: Click on the View button or double-click on the transaction.) The Shipment List is also available for others to view shipments such as warehouse staff who need to know what shipments are arriving. (Due to permissions access restrictions, some employees will only be able to view shipment transactions here because they may not have access to the shipment folders.)
- **View Statistics**: You can see the total quantity of shipments and of pieces, the total weight, volume, and volume weight. The statistics will show you the totals of what you have filtered. You can use this to see if the total weight of a shipment will fit inside a container, etc.

- **Exclude from Tracking**: This option is useful if a transaction is not complete and you do not want it to be visible through any tracking offered in the Magaya Explorer.
- **Choose Columns**: The Actions button includes the "Choose Columns" options, where there are many columns such as those related to liquidation of shipments, as well as other information you may want to see.



Remember: After you select columns, you can save the view of the list by clicking the star button on the top of the list (on the right).

- **Go to Folder**: You can select a shipment and then go to the folder for it and view it. Click the Back button to return to the Shipment List.
- **View History**: You can view the history for any transaction by selecting it and using the Actions button.

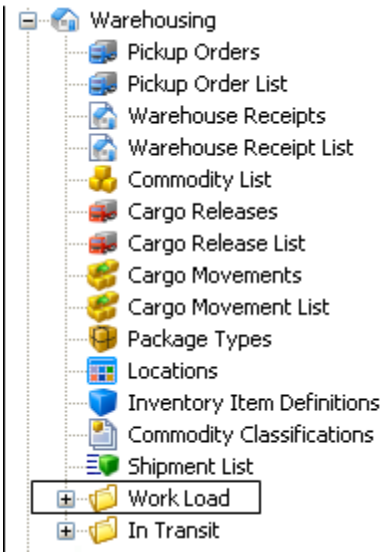
When you use the Filter button in the Shipment List and select the Standard Filter, be sure to choose either Master or House to filter. Otherwise, if you select "any", the list produced will show both (piece counts, weight, and volume will be duplicated).

How to View Shipments

Work Load Folder

The Work Load list shows shipments that need to be loaded or are being loaded now. Go to the Warehousing folder and click on the **Work Load** subfolder.

The Work Load list is useful for warehouse staff and others who need to see what shipments are to be loaded that day.



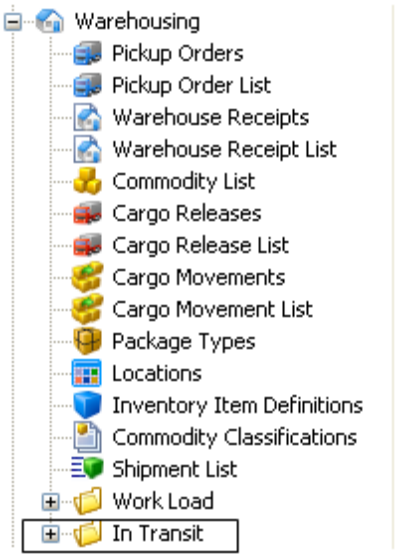
Permissions:

Set employee permissions to this folder in the Maintenance folder > Employees. Select the folder and click “File > Permissions” to adjust access to this folder.

After the shipment is loaded and the status changed to In Transit, the shipment will not appear in the Work Load subfolder.

In Transit Folder

The In Transit subfolder shows what is coming into the warehouse. Go to the Warehousing folder and click on the **In Transit** subfolder.



The In Transit subfolder is useful for warehouse staff and others who need to see what shipments are arriving that day.

Permissions:

Set employee permissions to this folder in the Maintenance folder > Employees. Select the folder and click "File > Permissions" to adjust access to this folder.

After the shipment arrives and been unloaded, the status changes in Magaya Explorer and the shipment does not display in the In Transit subfolder.

Imports

Introduction to Imports

Magaya Explorer provides wizards to help you process imports. The screens for import and export are the same in the wizards for air, ocean, and ground shipments.

If the origin agent used Magaya Explorer to create the import shipment, then the shipment data will be sent to the destination agent via the Magaya Network. Then you will begin with Step 2 below. If the origin agent did not use Magaya Network, then begin with Step 1.

After Step 2, the operations procedures are the same whether the shipment was created in Magaya Explorer at origin or not.

Overview of Steps:

The following is an overview of the steps of creating and processing incoming shipments (imports):

1) Create an Import Shipment in Magaya Explorer using the wizard and enter shipment data. (This step is not necessary if the shipment was created by the agent at origin and sent to you via the Magaya Network.)

2) Liquidate the shipment to generate invoices and bills.

3) Perform the Reception process, which creates Warehouse Receipts.

4) Create Arrival Notices for customers.

5) Release cargo for final delivery.

The following sections provide details on each of these operations and liquidation steps.

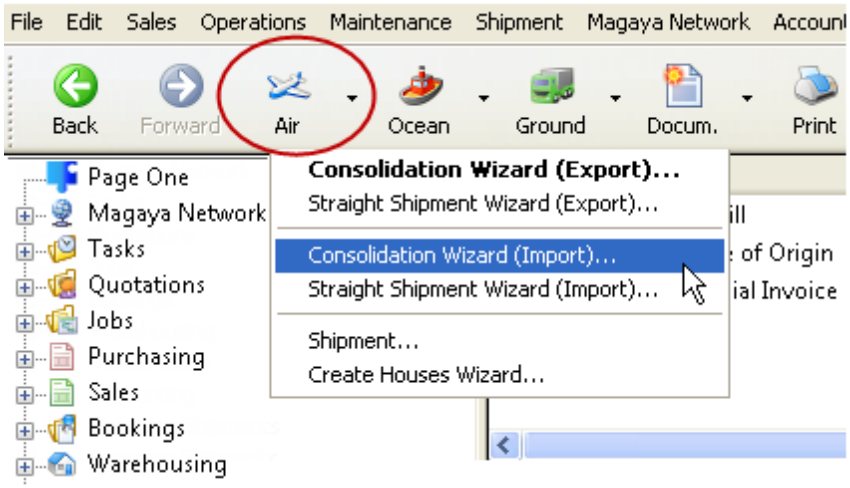
Note: For import regulations such as filing a manifest or Air waybill with US Customs, using the AMS or ISF systems, see the *Magaya Software Communications Manual*.

Drop Shipping: For deatils on creating drop shipments, please see the section "Drop Shipping."

1. Create an Import Shipment

This example shows an Air Consolidation. It is explained from the point of view of a freight forwarder in the US receiving goods. The steps are the same for Ocean and Ground imports.

1) Click on the arrow on the Air Shipment button and select the option needed:

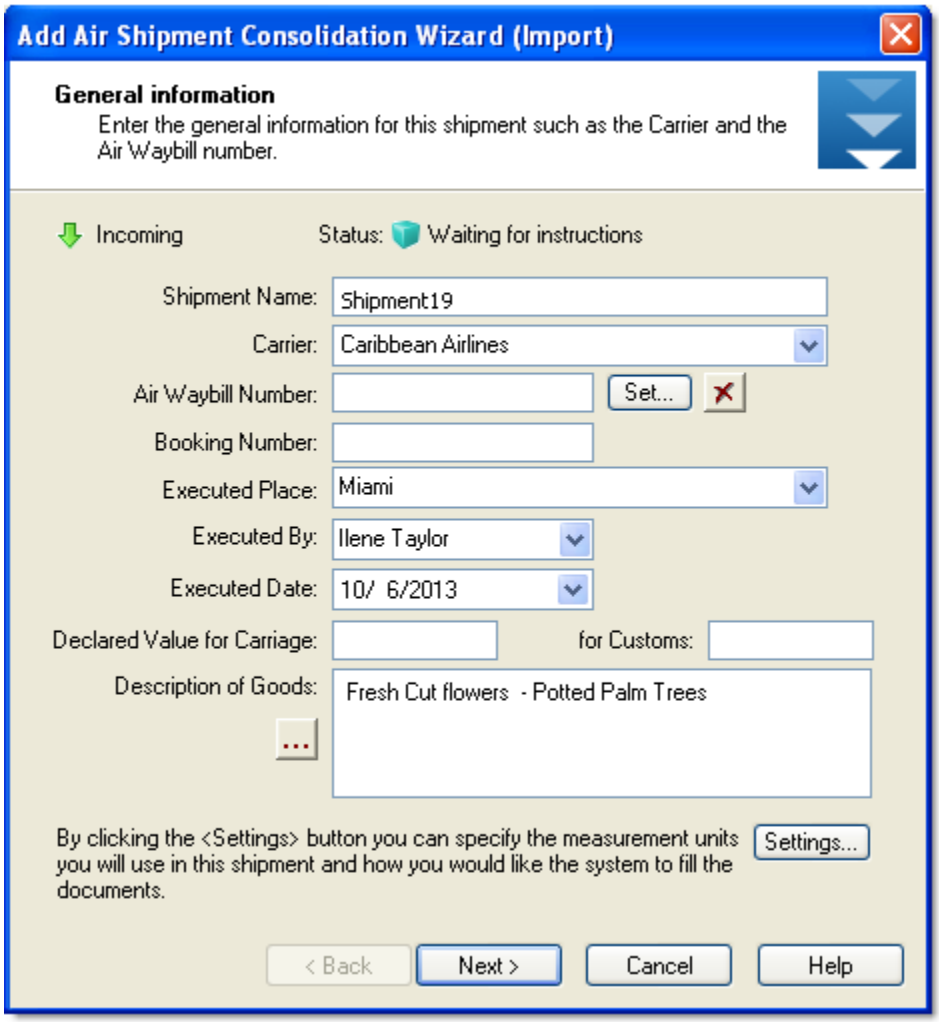


The import wizard opens. The first screen contains fields for general shipment information such as the shipment name (filled in automatically), the carrier, the place and date that the incoming shipment transaction is being entered in the Magaya Explorer, and general information about the goods that are arriving.

The destination agent will need to create an incoming shipment if the origin agent did not use Magaya Explorer to transmit the shipment data electronically to the destination agent.

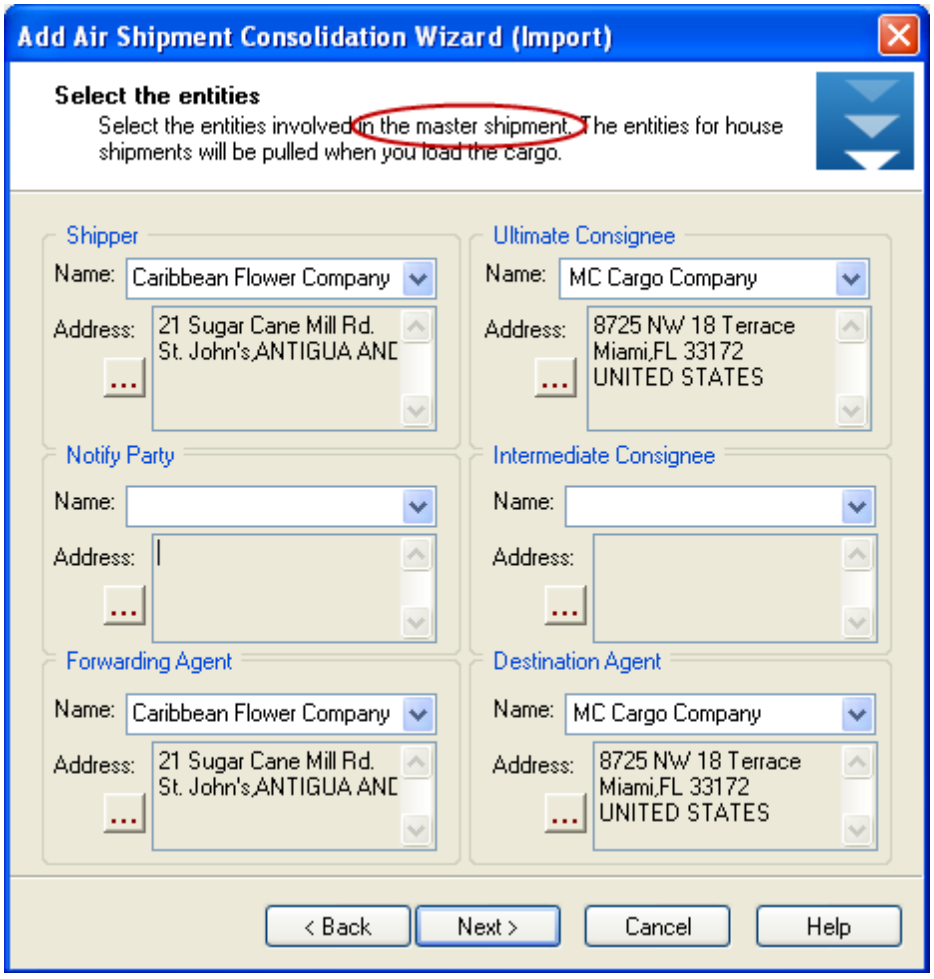
Magaya Corporation encourages importers to involve their agents at origin to prepare their shipments using Magaya Explorer and to send them electronically via the Magaya Network. This will reduce data entry time by about 70% in comparison to creating the import shipment from scratch at destination.

2) Enter the shipment information in the General screen of the import wizard:


Add Air Shipment Consolidation Wizard (Import)
General information
Enter the general information for this shipment such as the Carrier and the Air Waybill number.
Incoming
Status: Waiting for instructions
Shipment Name: Shipment19
Carrier: Caribbean Airlines
Air Waybill Number:
Set...
Booking Number:
Executed Place: Miami
Executed By: Ilene Taylor
Executed Date: 10/ 6/2013
Declared Value for Carriage:
for Customs:
Description of Goods:
Fresh Cut flowers - Potted Palm Trees
By clicking the <Settings> button you can specify the measurement units you will use in this shipment and how you would like the system to fill the documents.
Settings...
< Back
Next >
Cancel
Help

- The “Executed Place” is the location of the destination.
- All the fields are the same as in the exporting wizard. See the topic "Creating Shipments" .

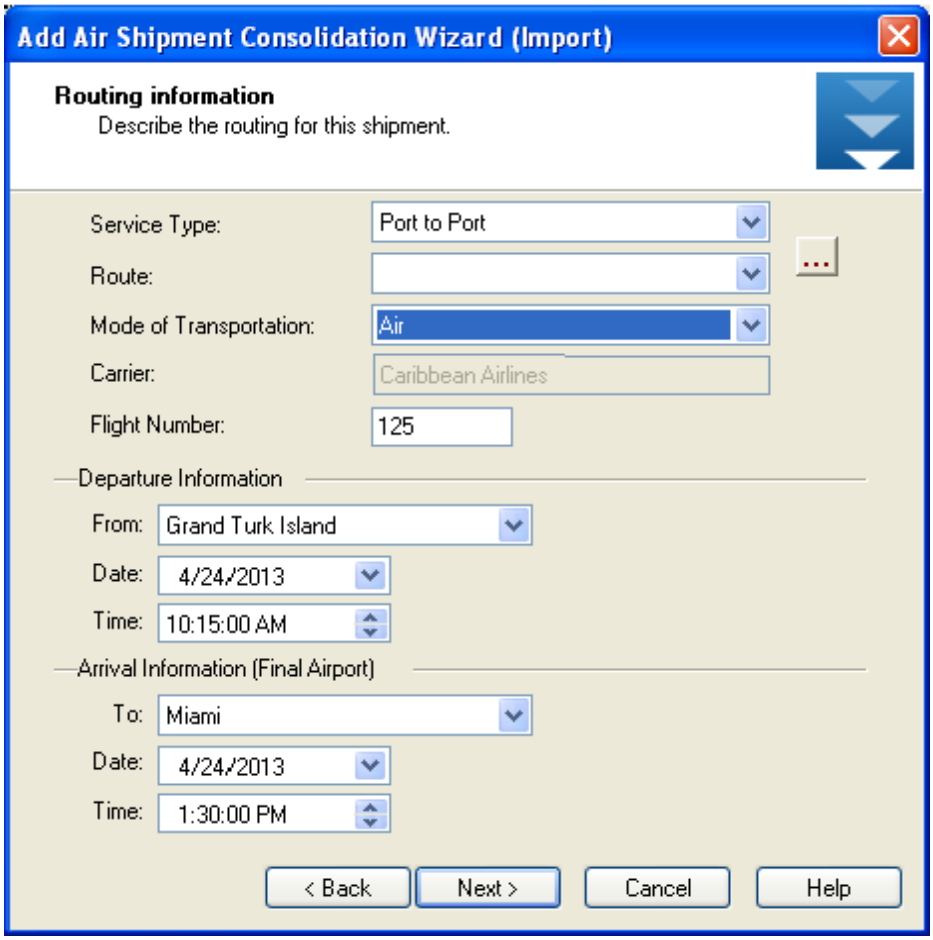
3) Enter the shipper and consignee information in the Entities tab for the Master:



In the case of an import consolidation, your company is the destination agent and the consignee at the Master level.

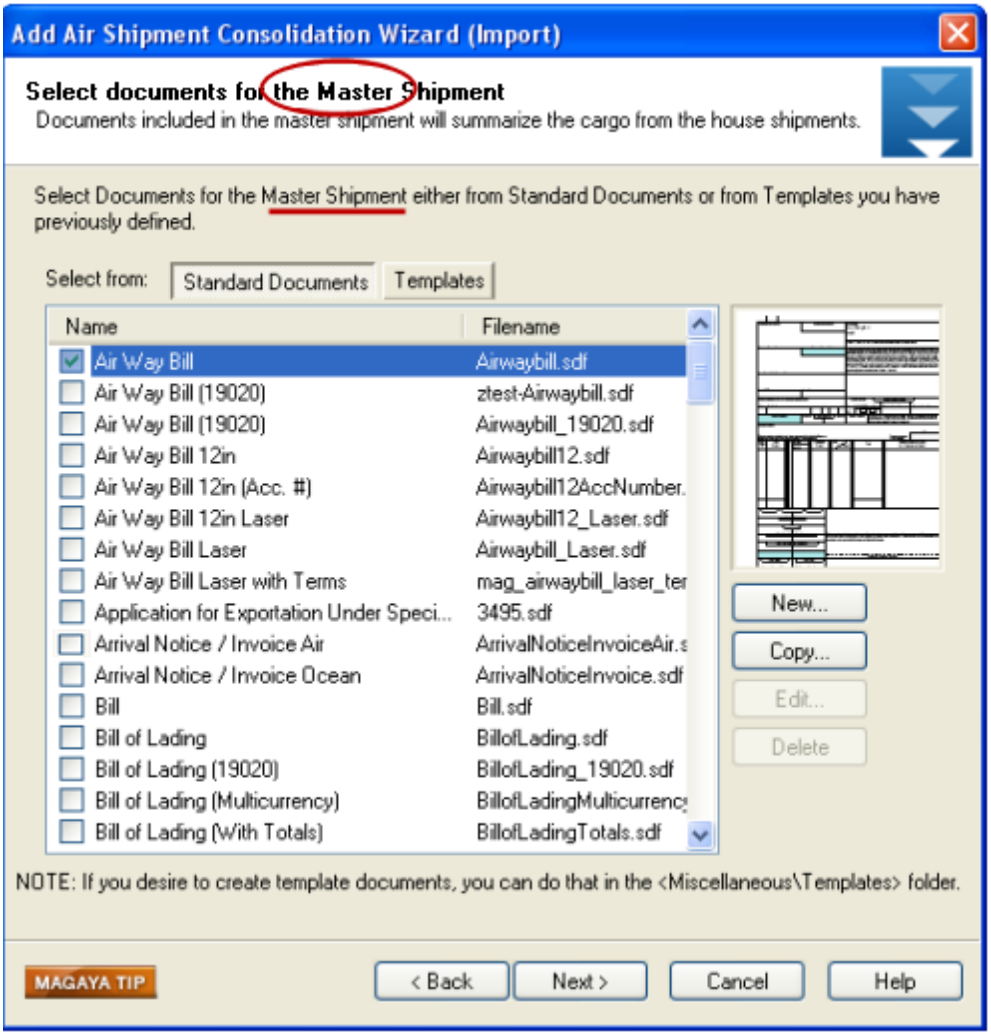
All the fields are the same as in the exporting wizard. See the topic "Create Shipments".

4) Enter the routing information in the Routing tab:



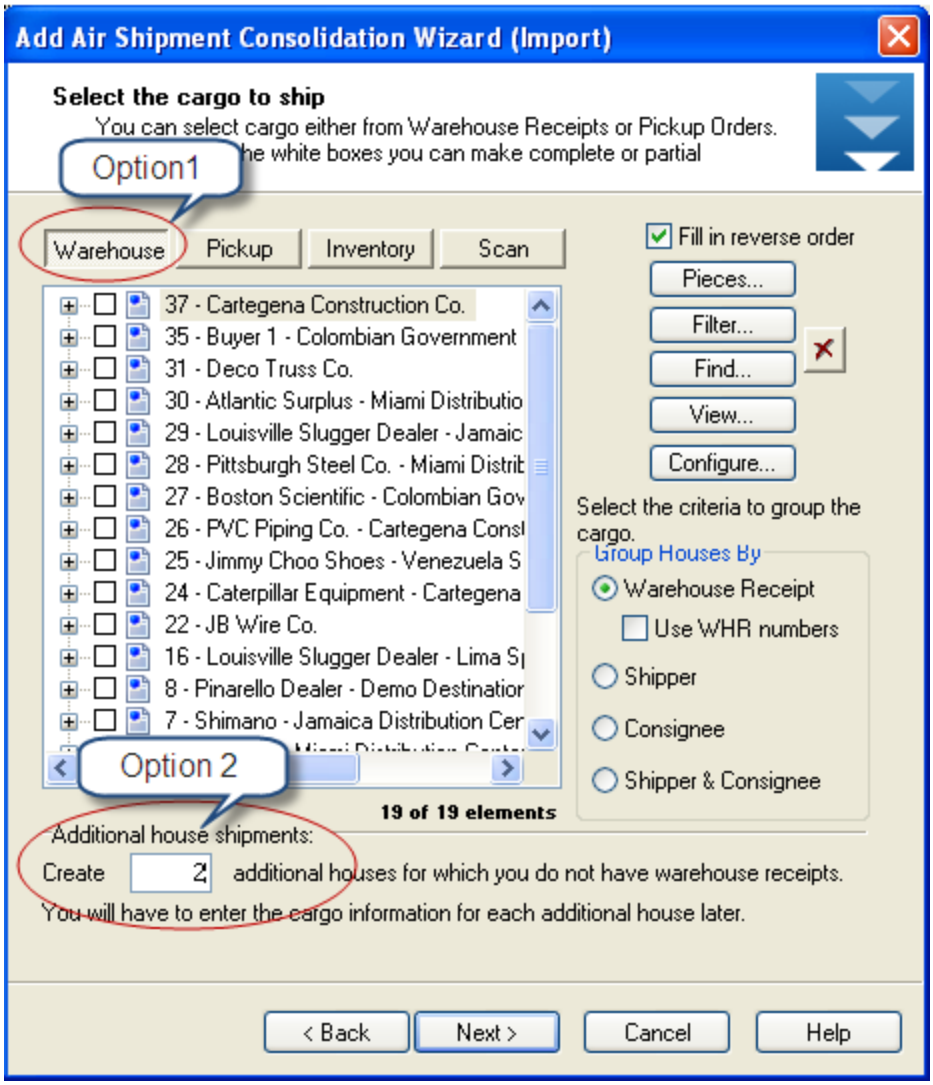
All the fields are the same as in the exporting wizard. See the topic "Create Shipments".

5) Select the documents needed for the **Master**:



- You will normally receive the documents from the agent at origin either in the mail or electronically through the Magaya Network. If you need to have a copy of the documents in the system for reference, you can select the cargo manifest and air waybill for example.
- If you need to file the AWB with US Customs, do this after you finish the wizard. All the data from the wizard will be transferred into the Magaya shipment screens. Use the Customs button on the Shipment Toolbar to file the documenation. See the *Magaya Software Communications Manual* for more.

6) Select the cargo that will arrive ini this import shipment. If you don't have the cargo, skip this screen:


Add Air Shipment Consolidation Wizard (Import)
Select the cargo to ship
You can select cargo either from Warehouse Receipts or Pickup Orders.
Option1
Warehouse
Pickup
Inventory
Scan
Fill in reverse order
Pieces...
Filter...
Find...
View...
Configure...
37 - Cartegena Construction Co.
35 - Buyer 1 - Colombian Government
31 - Deco Truss Co.
30 - Atlantic Surplus - Miami Distributio
29 - Louisville Slugger Dealer - Jamaic
28 - Pittsburgh Steel Co. - Miami Distrib
27 - Boston Scientific - Colombian Gov
26 - PVC Piping Co. - Cartegena Consl
25 - Jimmy Choo Shoes - Venezuela S
24 - Caterpillar Equipment - Cartegena
22 - JB Wire Co.
16 - Louisville Slugger Dealer - Lima S
8 - Pinarello Dealer - Demo Destinatior
7 - Shimano - Jamaica Distribution Cer
Option 2
19 of 19 elements
Select the criteria to group the cargo.
Group Houses By
Warehouse Receipt
Use WHR numbers
Shipper
Consignee
Shipper & Consignee
Additional house shipments:
Create 2 additional houses for which you do not have warehouse receipts.
You will have to enter the cargo information for each additional house later.
< Back
Next >
Cancel
Help

There are two options for selecting cargo:

- **Option 1**: Select the cargo from a Warehouse Receipt (WR) if you have already received the cargo information and made WRs for it,

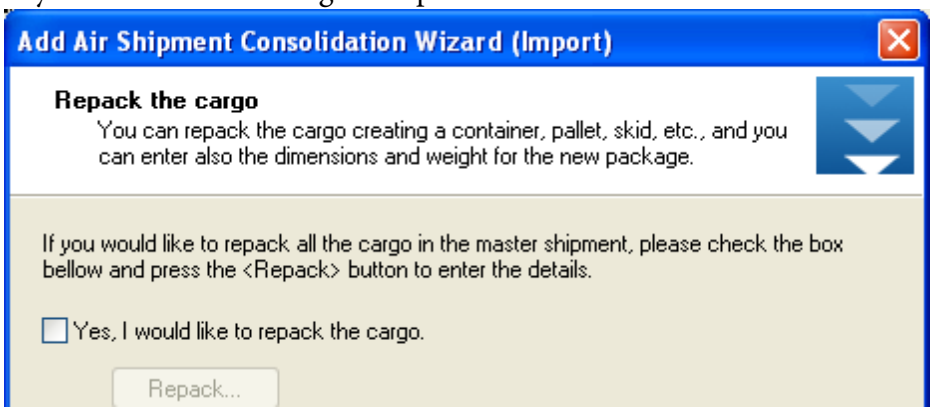
or

- **Option 2**: Add a number in the blank field to create "Additional House Shipments" (if you have not received the cargo information yet).

In this example, the screenshot shows the number "2" typed into the field to create two additional house shipments. You can add cargo after

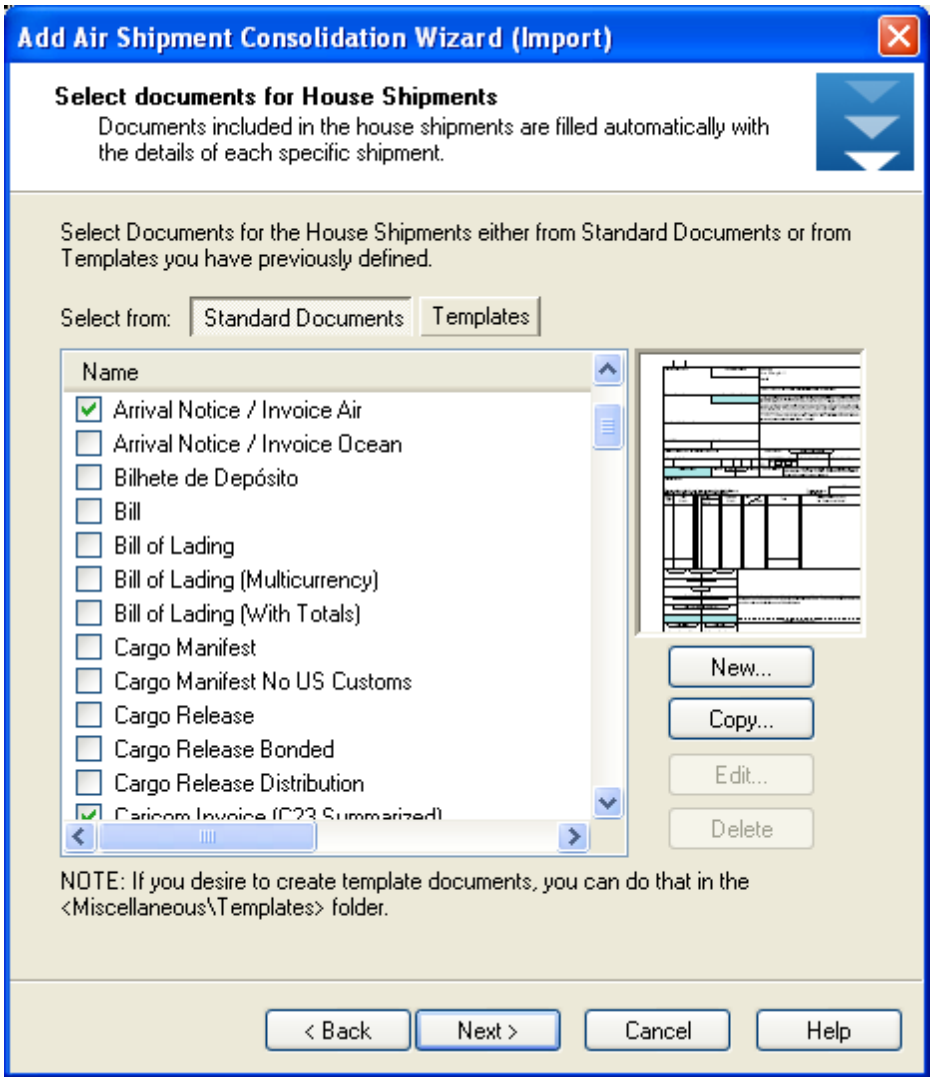
finishing the wizard by using the buttons on the Cargo Toolbar in the Magaya shipment screen.

7) Check the box to repack the cargo if needed. You can skip this screen if you don't have the cargo to repack.


Add Air Shipment Consolidation Wizard (Import)
Repack the cargo
You can repack the cargo creating a container, pallet, skid, etc., and you can enter also the dimensions and weight for the new package.
If you would like to repack all the cargo in the master shipment, please check the box bellow and press the <Repack> button to enter the details.
Yes, I would like to repack the cargo.
Repack...

For details on how to repack, see the topic "Repack Cargo."

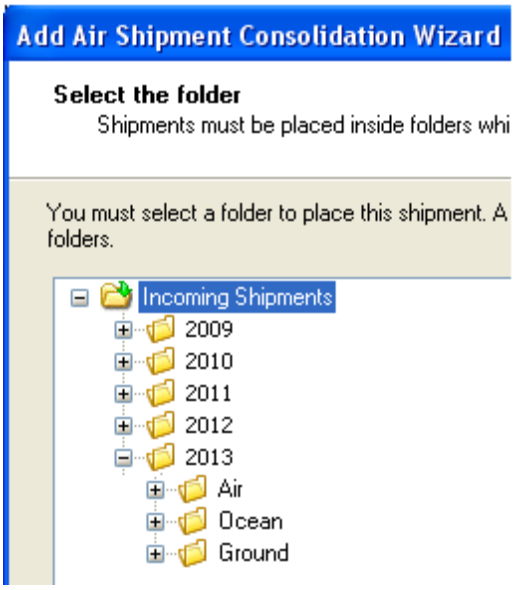
8) Select the documents needed for each House:


Add Air Shipment Consolidation Wizard (Import)
Select documents for House Shipments
Documents included in the house shipments are filled automatically with the details of each specific shipment.
Select Documents for the House Shipments either from Standard Documents or from Templates you have previously defined.
Select from:
Standard Documents
Templates
Name
Arrival Notice / Invoice Air
Arrival Notice / Invoice Ocean
Bilhete de Depósito
Bill
Bill of Lading
Bill of Lading (Multicurrency)
Bill of Lading (With Totals)
Cargo Manifest
Cargo Manifest No US Customs
Cargo Release
Cargo Release Bonded
Cargo Release Distribution
New...
Copy...
Edit...
Delete
NOTE: If you desire to create template documents, you can do that in the <Miscellaneous\Templates> folder.
< Back
Next >
Cancel
Help

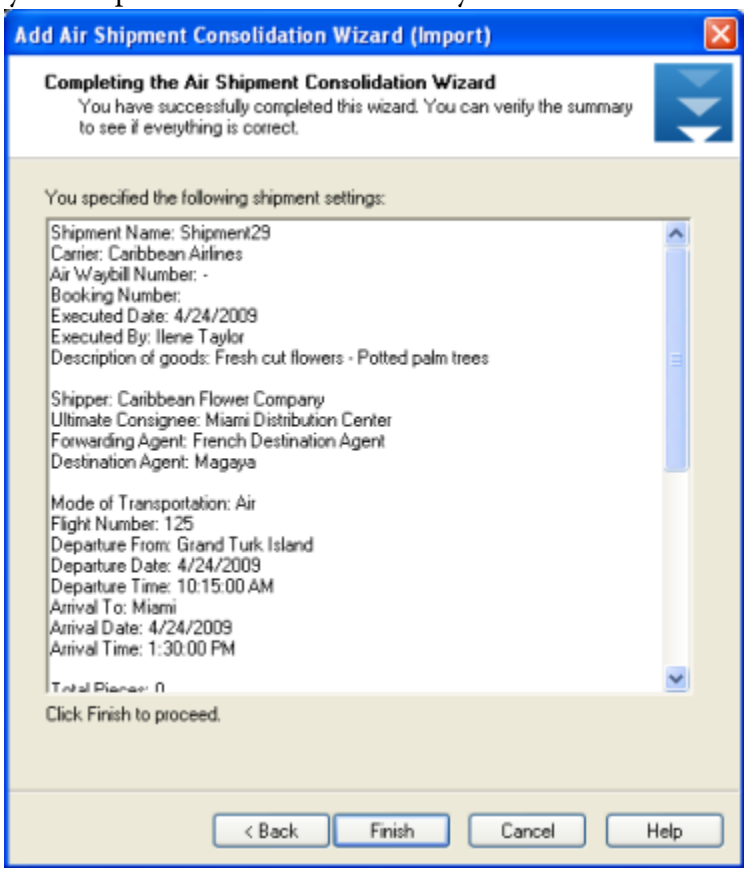
The Houses need Arrival Notices. (If you do not create them here, you can add them later.) You can also add any other document that you want to send to the customer or to keep in the system for reference.

Import shipments may also need a Destination Order, which can be selected here. If you don't need to create any documents, skip this screen. You can scan and attach any document related to the shipment after completing the wizard.

9) Save the incoming shipment transaction in a folder in Magaya Explorer:

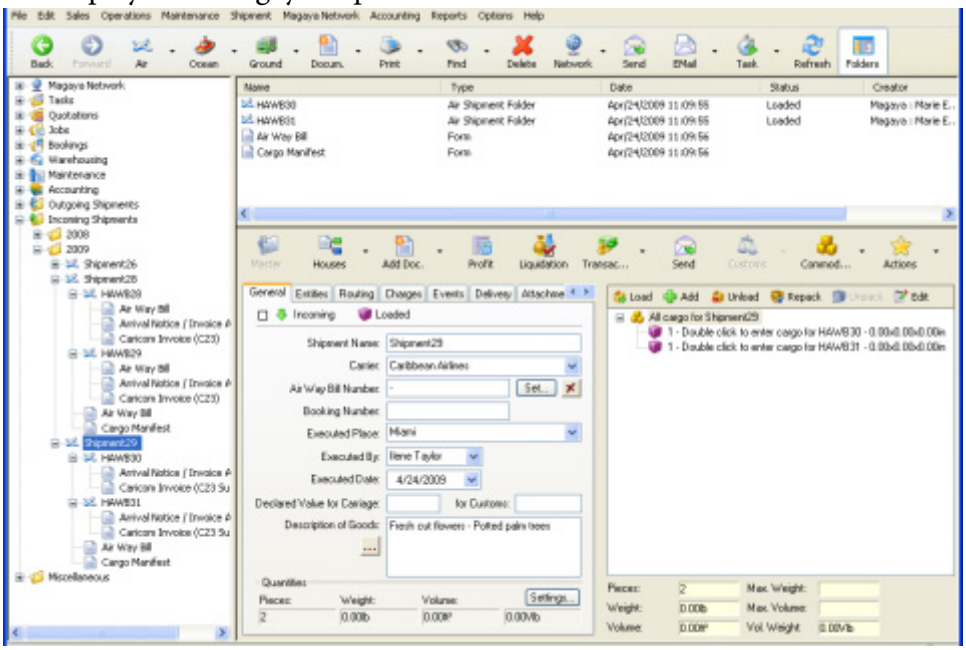


10) Verify the shipment data in the summary screen:


Add Air Shipment Consolidation Wizard (Import)
Completing the Air Shipment Consolidation Wizard
You have successfully completed this wizard. You can verify the summary
to see if everything is correct.
You specified the following shipment settings:
Shipment Name: Shipment29
Carrier: Caribbean Airlines
Air Waybill Number: -
Booking Number:
Executed Date: 4/24/2009
Executed By: Ilene Taylor
Description of goods: Fresh cut flowers - Potted palm trees
Shipper: Caribbean Flower Company
Ultimate Consignee: Miami Distribution Center
Forwarding Agent: French Destination Agent
Destination Agent: Magaya
Mode of Transportation: Air
Flight Number: 125
Departure From: Grand Turk Island
Departure Date: 4/24/2009
Departure Time: 10:15:00 AM
Arrival To: Miami
Arrival Date: 4/24/2009
Arrival Time: 1:30:00 PM
Click Finish to proceed.
< Back
Finish
Cancel
Help

- Click the Finish button when you are done.

The shipment data will be transferred into the shipment folder and displayed in Magaya Explorer:



Click on the Actions button and set the cargo "In Transit". This will update the status of the shipment and begin the next part of the process - entering shipment data.

To add cargo, click the "Add" button on the Cargo Toolbar. To expand the panels, click and drag the line between the panels. To view documents, click on a document.

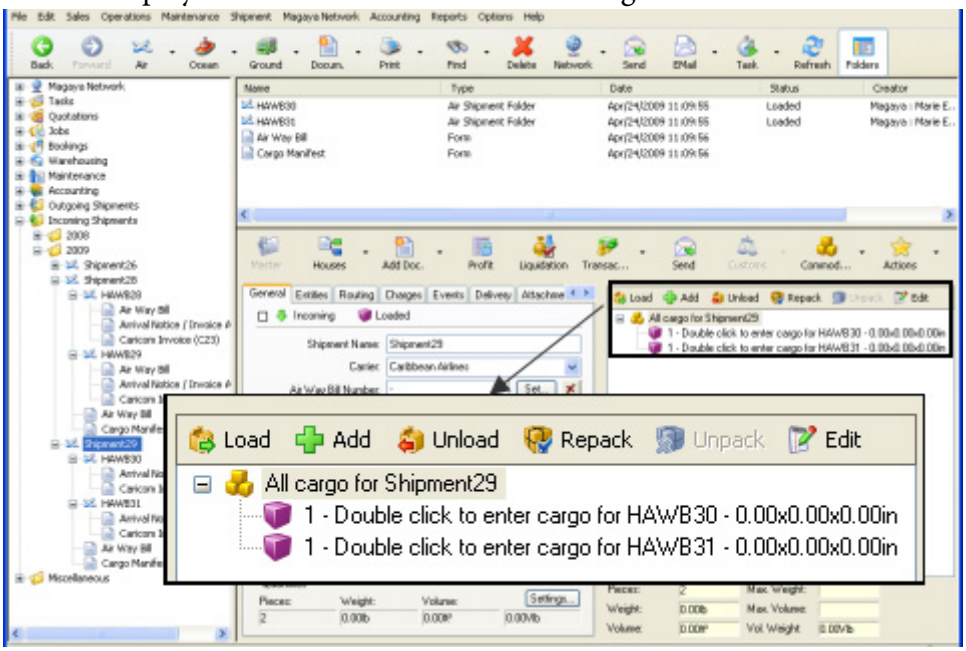
Enter Shipment Data in Houses:

Next you will need to enter the Shipper, Consignee, charges, and cargo information for each House. (This step will not need to be done if the shipment was created and sent via Magaya Network.)

The following instructions will explain the procedure for one house, but this will need to be done for all the houses.

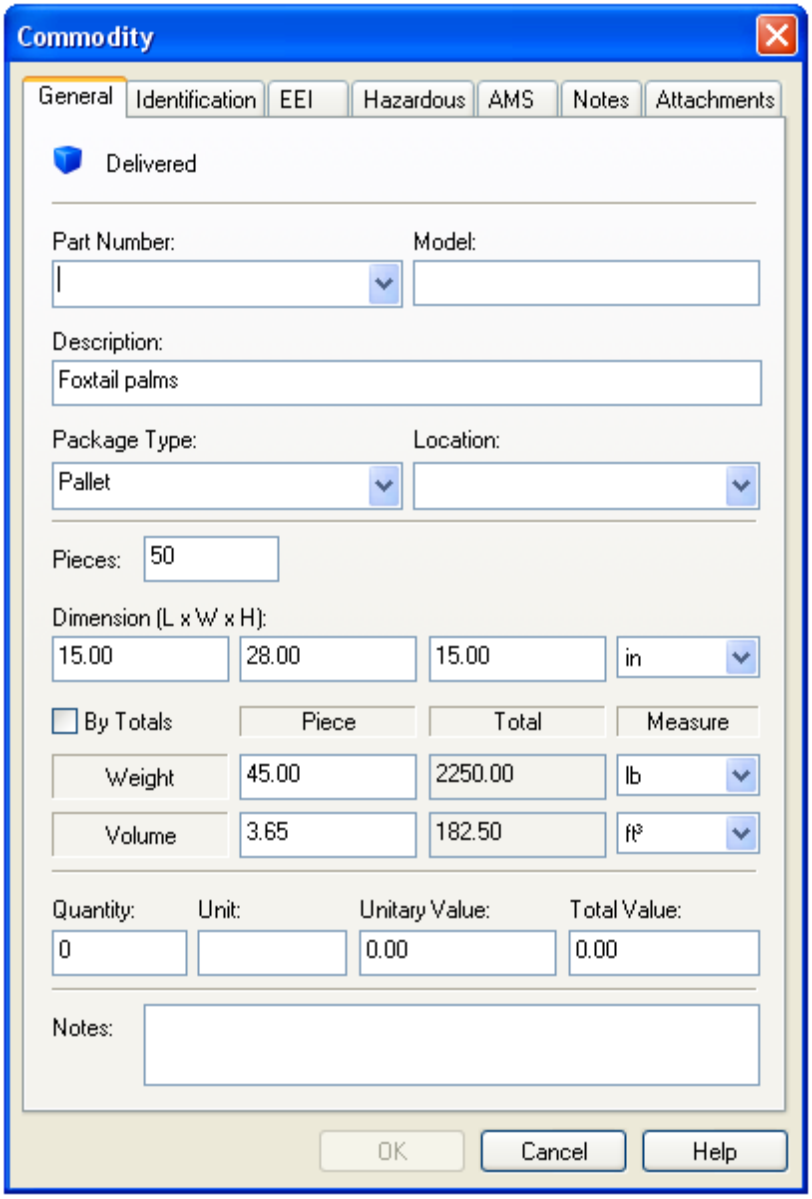
1) In the Shipment folder for the import, go to the Cargo List.

   If you did not have a Warehouse Receipt for the cargo, then the Cargo List will display a note "Double-click to enter cargo" for each House:



2) Double-click on the line in the Cargo List. The Commodities dialog box opens.

3) Enter information such as the commodity description and dimensions:



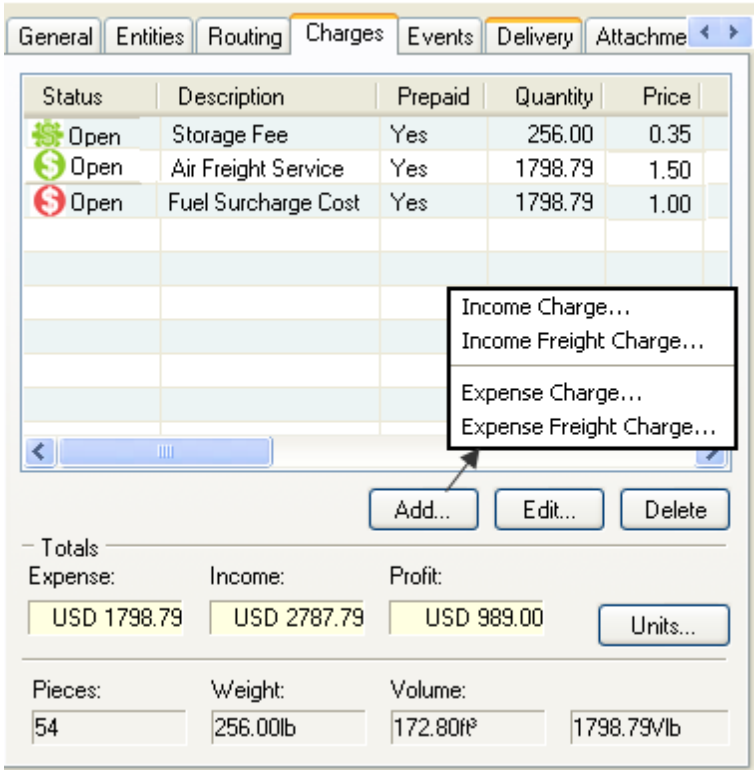
For information on how to use the Commodities dialog box, see the topic "Commodities".

4) Add charges to the shipment.

If the origin agent did *not* send the shipment through the Magaya Network, the destination agent will need to enter all the charges to create the accounting transactions. The destination agent may add any charges

related to the deconsolidation of the cargo, to repacking, and for delivery of the cargo to the final consignee.

Enter the charges in the Charges tab of the shipment:



For details on how to enter charges, see the topic “Charges”.

2. Liquidate the Shipment

Liquidating the import shipment will generate all the accounting transactions related to the incoming shipment.

The destination agent needs to create invoices that are collect so the amount due can be collected from the customer before pickup or delivery of the items.

Prepaid invoices are usually not created by the destination agent.

Click on the Liquidation button on the Shipment Toolbar. A list opens, displaying a summary of income and expenses. These are the charges from the Charges tab.

For information on the Liquidation screen, an explanation of the columns, and how to work with the buttons, see the topic “Liquidation”.

When liquidating the import, remember:

- Cost Pre-Paid (PP): Cost paid at origin
- Cost Collect (Coll): Cost paid at destination
- Income Pre-Paid (Inc. PP): Income invoiced at origin
- Income Collect (Inc. Coll.): Income invoiced at destination

When liquidating an export, you generate the prepaid charges at origin, and collect charges will be settled with the destination agent. Liquidating an import is the reverse: You invoice the collect charges at destination, and the prepaid charges are settled with the origin agent.

When you click the Generate button, the accounting transactions are created. Invoices and bills will be created for charges that are collect.

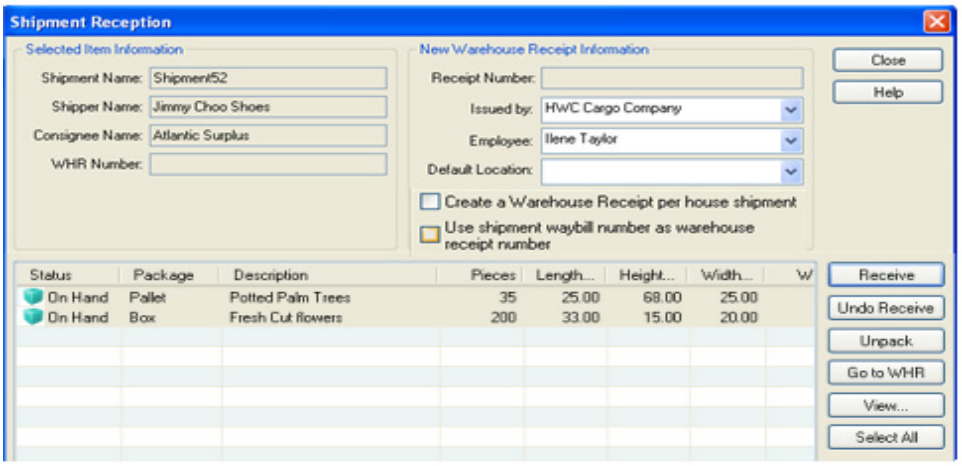
3. Perform Reception Process

The Reception process is done as the shipment arrives at the destination. It prepares the cargo information for the warehouse and creates the Warehouse Receipts (WR) with all the information related to the shipment automatically filled into the WRs.

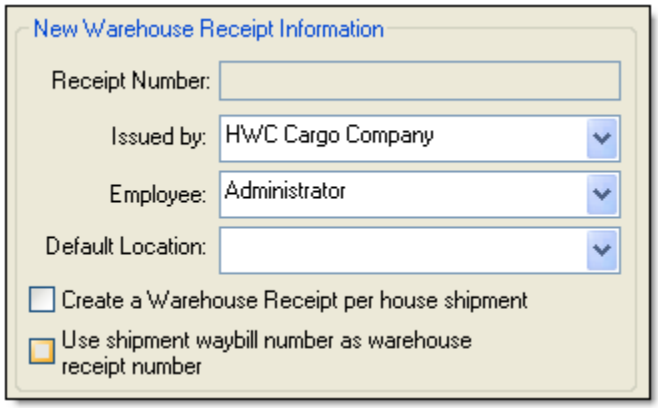
You can also let your customers know their cargo arrived by sending them an email message: For example, send a tracking link to each House customer.

Another advantage of receiving the shipment electronically via the Magaya Network is the ability to have documentation ready to meet customs regulations for imports which can start before cargo arrives at its destination.

1) Click on the Master, then click on the Actions button arrow to select "Reception". (The shipment transaction must have a status of "In Transit". If the "Reception" menu option is grayed out, verify the shipment status.) When you click "Reception," a dialog box opens:



- 2) Select the cargo you are receiving. You can select all the cargo or partial. You can also select a location in the warehouse to place the cargo. If you always receive cargo at the same door, select the Default Location. (*Extra Info*: To setup a default receiving location, go to Warehousing > Locations and right-click on a receiving location.)



- *Option*: Click on the checkbox to use the shipment waybill number as the Warehouse Receipt number.
- Click the Receive button, and click Yes on the next dialog box. This changes the status of the shipment to "On Hand".

The status of the cargo is updated automatically at origin in Magaya Explorer if the shipment was received via Magaya Network.

Other options in the Reception screen:

- The "Unpack" button is for a container. You can select a container and unpack it, and then create a WR for the items inside the container, excluding the container.
- The "Undo" button will roll back the reception steps so you can make a change.
- To view the Warehouse Receipt, click on the "Go To WHR" button.

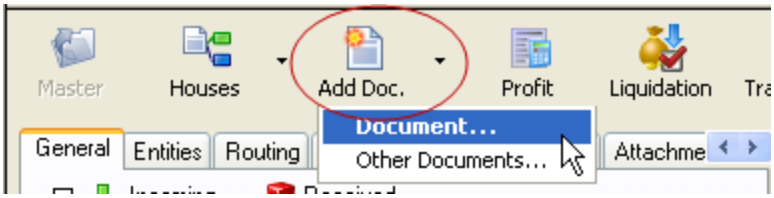
If you want to configure your system to send Transaction Tracking email messages automatically to the customer for each WR that is created during the Reception process, see Maintenance > Configuration > Transaction Tracking and check the appropriate box.

4. Create Arrival Notices

An Arrival Notice is the document that you send to the customer to let them know their cargo is here and what fees they need to pay to pick it up (or for delivery).

If you did not create Arrival Notices in the shipment, add them now. (If they were not created at origin and sent to you, then you will need to create them for each house.)

1) Click the "Add Doc." button on the Shipment Toolbar (if you click on the arrow on the button, select "Document..."):



A screen opens with a list of documents. This screen is the same as the one in the wizard.

2) Select the documents you need by clicking in the box beside the name of the cargo item.

3) Click the OK button. The document is added to your shipment with all the information related to this shipment.

   To view the document, click on the document name in the shipment folder on the left side of the Magaya Explorer screen.

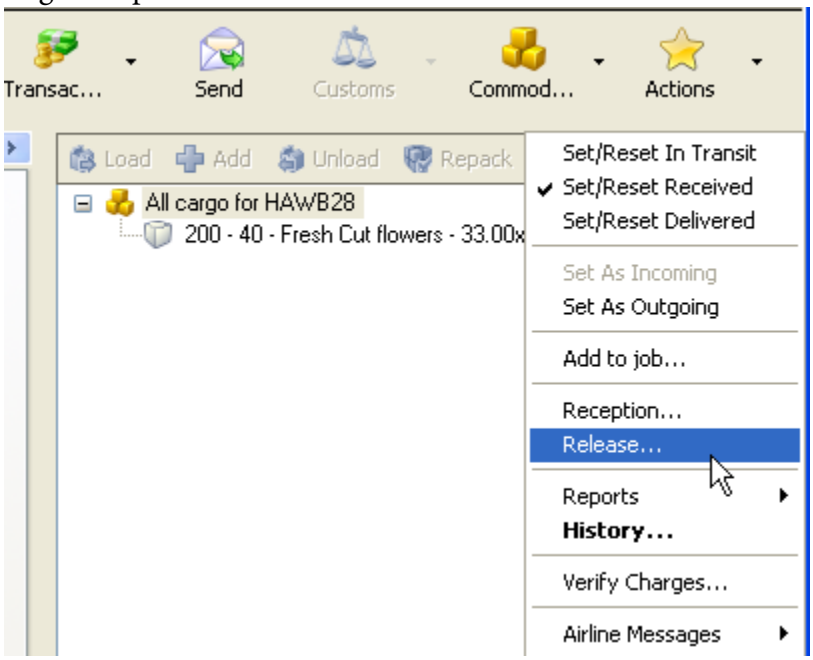
After creating the Arrival Notices, the pickup or delivery will need to be arranged.

If you want the invoice number to appear in the Arrival Notice (after liquidation), right-click on the document in the shipment folder and select "Reload data".

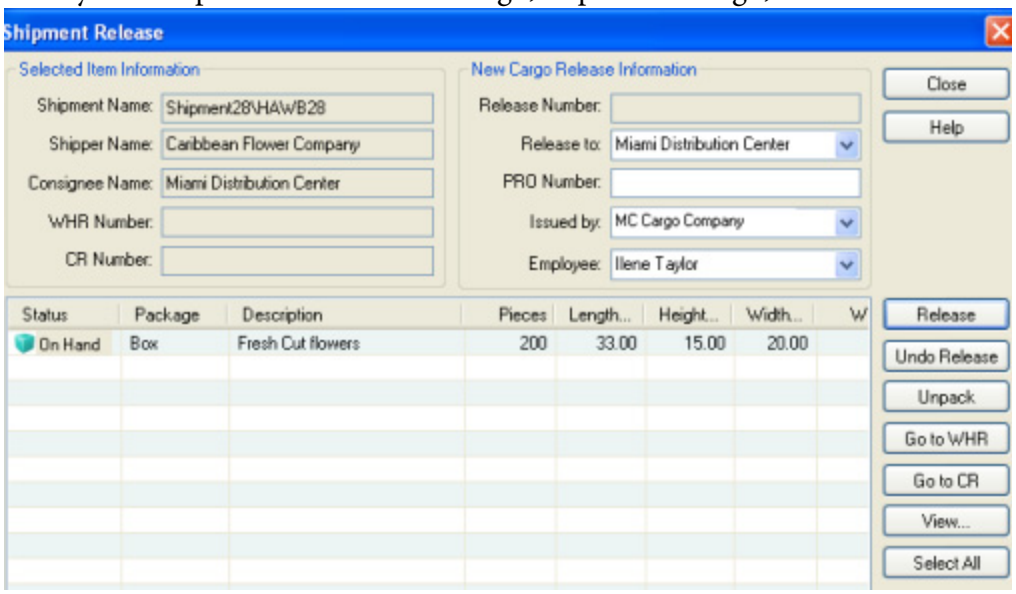
5. Release Cargo for Final Delivery

To release the cargo to its final destination, use the Actions button in the Shipment screen. (This process can also be performed in the Warehousing folder by using the Cargo Release function.)

1) Select the House, and click on the Actions button and select “Release”. A dialog box opens.



The Shipment Release dialog box displays the cargo information and gives you the options to release the cargo, unpack the cargo, and more.



2) Select the cargo to release, and click the Release button. The system creates a Cargo Release document for the items in the selected house.

   When you create the Cargo Release, the status of the items changes to "Loaded". When the cargo is loaded into the truck for delivery, set the cargo status as "In Transit" by going to the Actions button and selecting the "In Transit" option. When it is delivered, set it to "Delivered" via the Actions button.

   This will update the Magaya system at origin, showing the cargo as Delivered if the shipment was sent via the Magaya Network.

3) The Import Shipment is now complete.

Routes and Segments

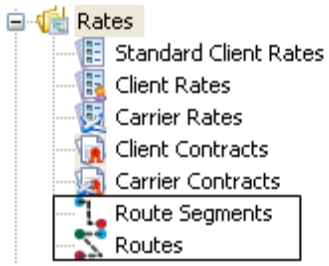
Overview

The Route Management feature helps with the pricing of multimodal shipments. It is useful for logistics providers who arrange shipments consisting of different forms of transport and need to find the most cost-effective route from shipper to consignee.

Multimodal shipments are the transportation of goods under a single contract but performed with at least two different forms of transport. With this feature, you can add different carriers for the same segments and compare rates.

Benefits: Creating a shipment with a route saves time because all the details of a route are filled into the shipment Routing tab and the Charges tab for you.

Routes and Route Segments are located in the Rates folder. It is recommended that you add rates into your Magaya system so you can select them for the segments.



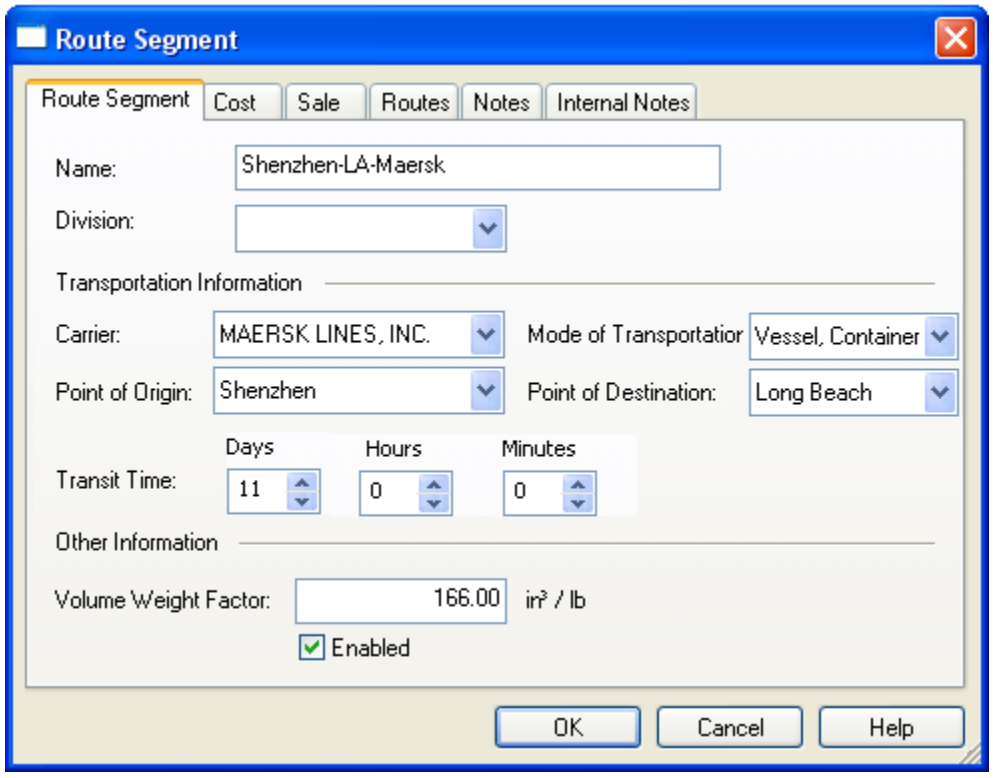
A "Route Segment (or Segment)" is a leg of a multimodal shipment, with one point of origin and one destination, by one carrier and one mode of transport.

A "Route" is a combination of different segments that represent one multimodal shipment option.

Create Segments

A "Route Segment (or Segment)" is a leg of a multimodal shipment, with one point of origin and one destination, by one carrier and one mode of transport.

To add a segment, click the "Add" button.

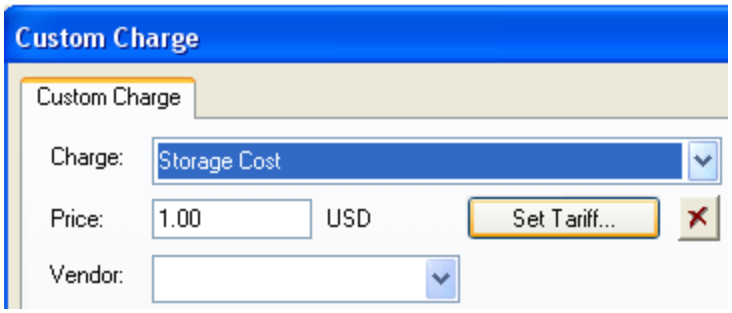


On the first tab of the Route Segment dialog box enter general information about the segment. The "Name" field is name of the segment. It is recommended that the name include information to help distinguish it from other segments. This example name shows the origin, destination and carrier.

In the "Transportation Information" section of the screen, select details of the exporting carrier.

Cost:

On the Cost tab, click the "Add" button. Select a cost from the dropdown.



These costs are pulled from your existing Items & Services list. Add a new one as needed.

Freight charges: The system pulls from existing freight charges. If no rate is found, click the "Option" button and select "Create Rate." You can also query existing rates.

Non-freight charges can be selected and prices set using the "Set Tariff" button. Only use the Tariff button for charges that do not depend on origin and destination.

Note: When you create a shipment that uses this segment, the system will apply the cost to the Master in shipments.

Sale:

Sale is the income for this segment. Sales charges apply to the Houses in shipments. *Tip:* It is more common to only add the costs to the segment and leave this tab blank because you are selling the whole route, not just a segment. But you can add sales here so the charge is not forgotten when creating a shipment.

The Routes tab shows the routes that include this segment.

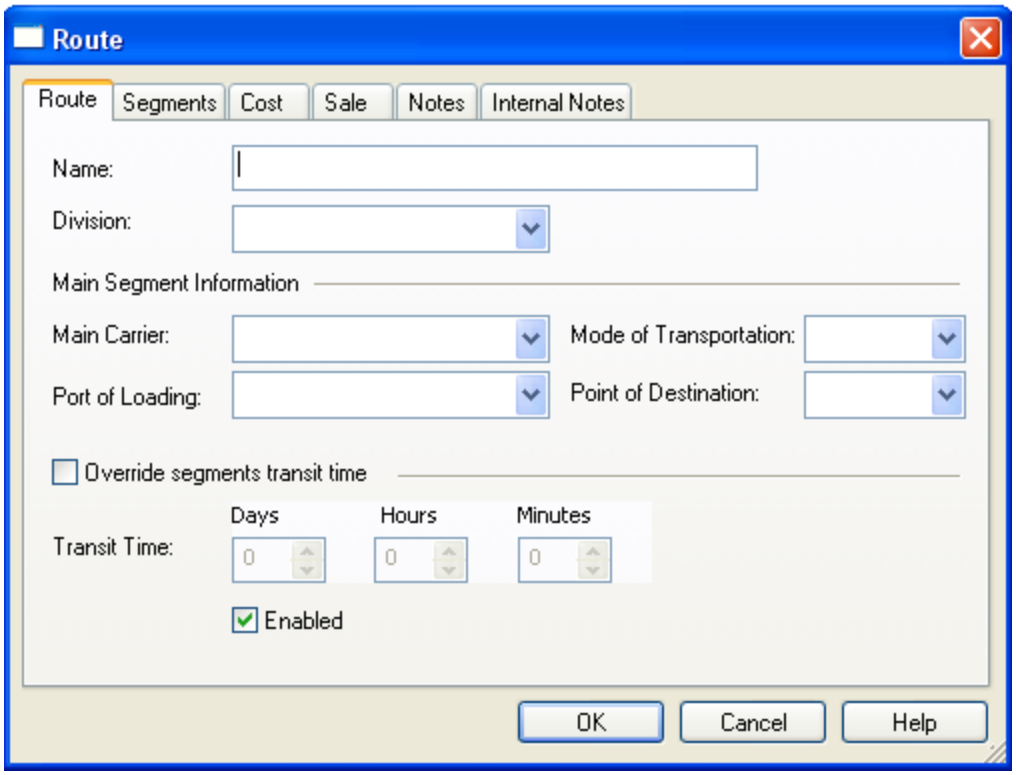
Extra Info: You can add different carriers for the same segments and compare rates. You can also use a segment in different routes.

If you want to disable a route segment so it is not available for users to select, uncheck the "Enabled" checkbox on the screen. This will save the data but deactivate it.

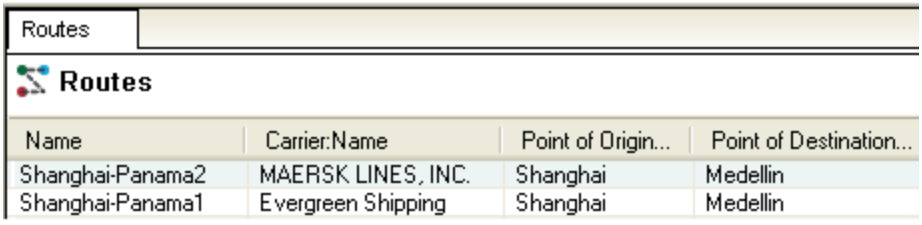
Create Routes

A “Route” is a combination of different segments that represent one multimodal shipment option.

Click the “Add” button to add a Route.

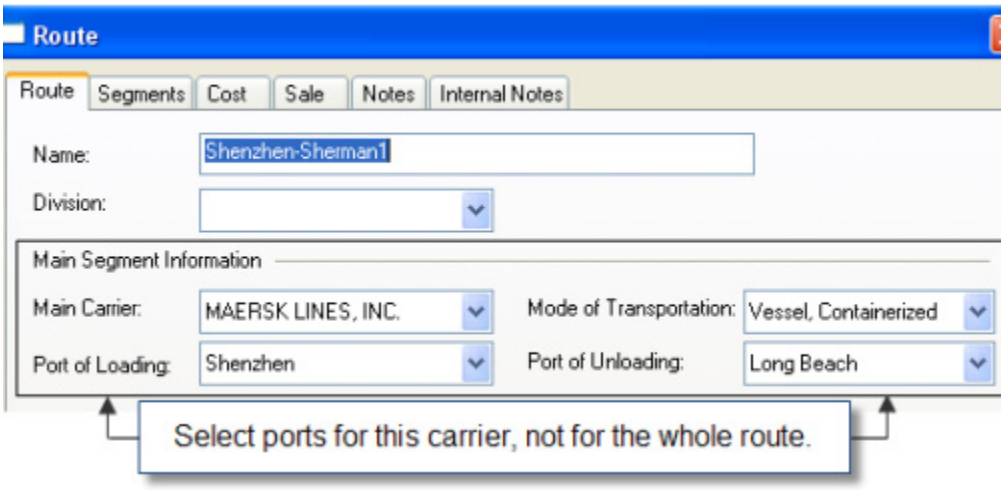


Enter a name for the route. Select a name that will distinguish this route from others.



The "Main Segment Information” section of the Route tab is for the exporting carrier. This is the carrier that will appear on the Bill of Lading or the Air Waybill. If the Route has additional segments before and after this main carrier,

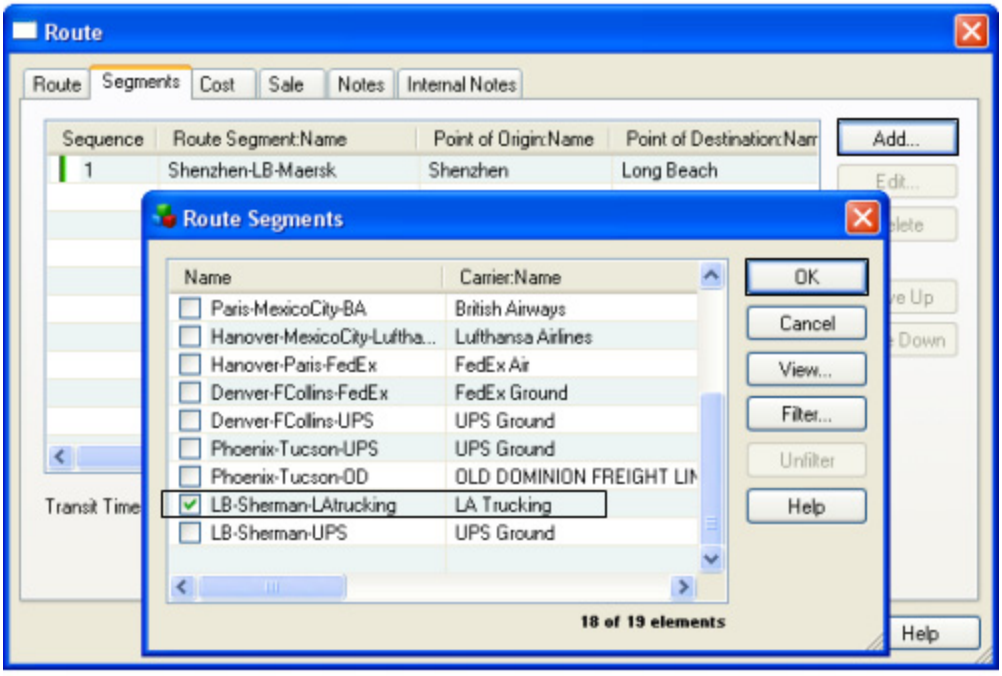
do not select those as the ports here. Even if your Route name includes those other cities, do not select them in these dropdown menus.



The system calculates transit time of all the segments in the route, but it can be overridden as needed.

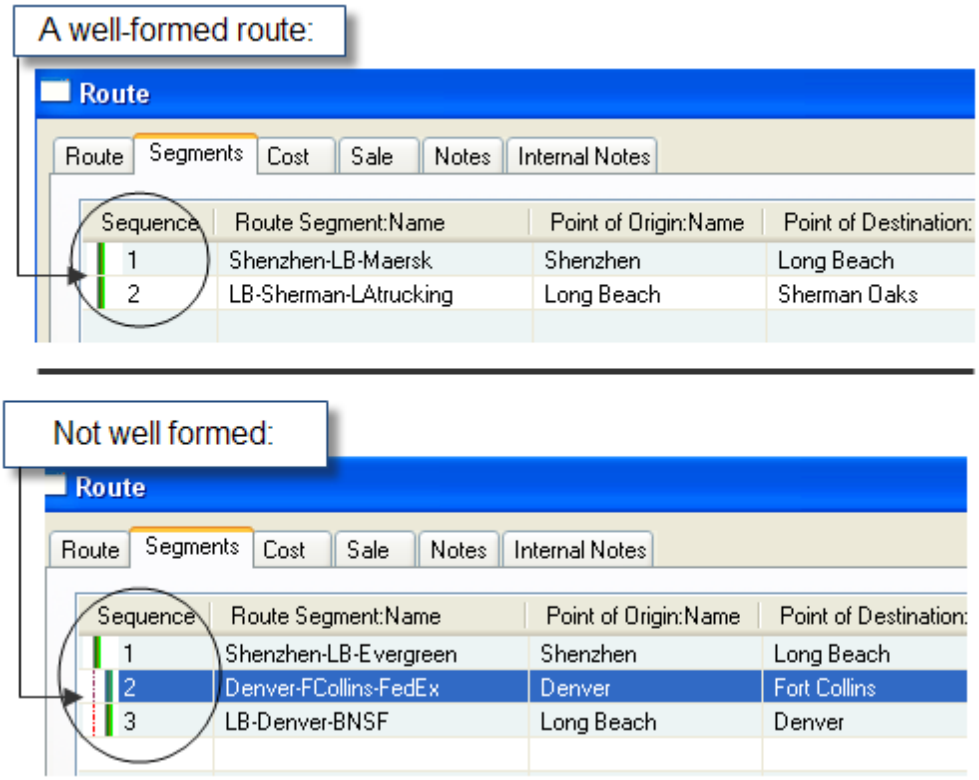
Add Segments to the Route:

Click "Add" and select the segments for this route.



When adding the segments, ensure to order them to connect each segment in logical order. The system flags any segment out of order. The starting point of

the next segment must be the ending point of the previous segment. A green line means the order is logical; the red line indicates an error.



Note: When a segment is included in a route, the segment cannot be edited. To make any changes to a segment, delete it from the route first.

Cost:

Add costs for the overall route, including freight, agent cost, and documentation cost for the whole route. Cost charges are applied to Master in shipments. Use the "Options" button to query rates, create a rate, or show segment charges.

Sale:

Sale is income for the route. Sales charges apply to the Houses in shipments.

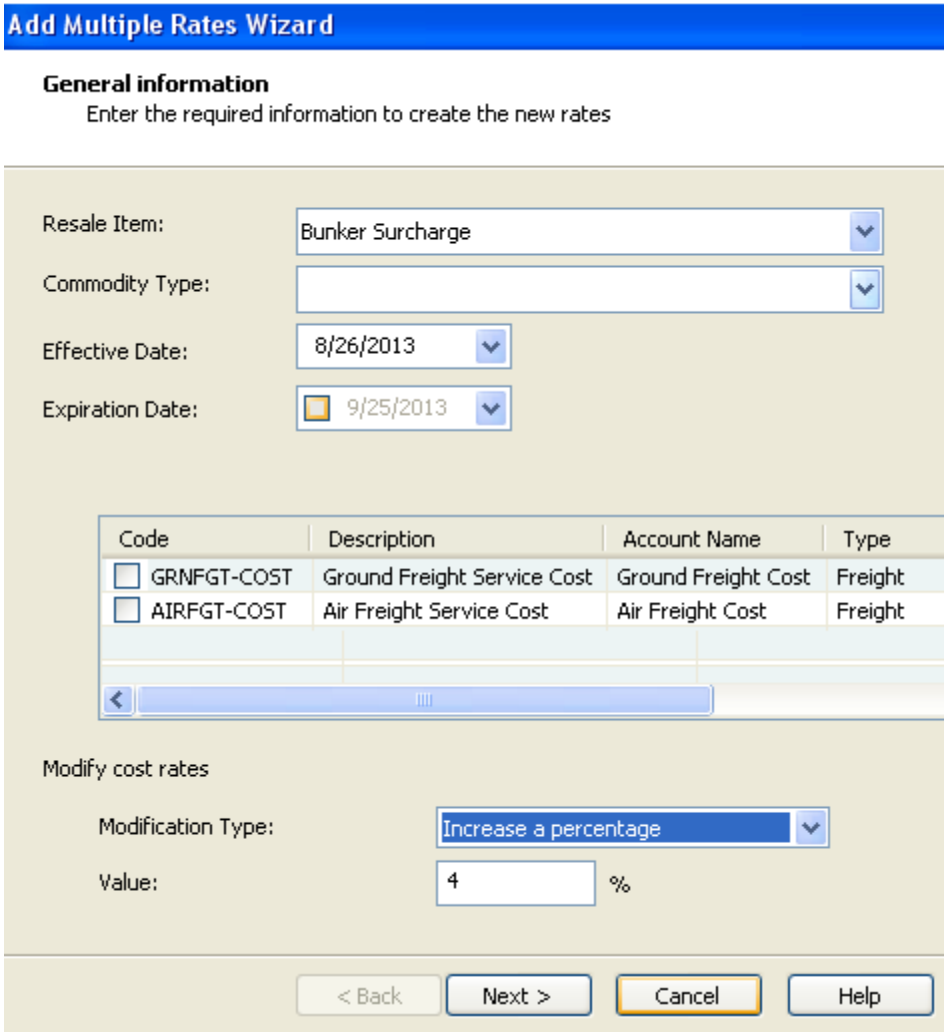
Use the "Options" button to "Create Sales Rate from Costs." A wizard opens:

This is the Multiple Rates wizard, which is used to create multiple rates when you are working in your Standards Client Rates list and other rates lists.

This wizard pulls all the charges from the segments so you can create an "all-in-one" rate that you want to sell. This means the rate will show one price on one line in the shipment transaction. Let's go through the fields on the first screen:

- The Resale Item is pulled from the route you were working with.
- The Commodity Type field is optional.

- The Effective Date and Expiration Date fields are used to set the date that you want this rate to take effect. The dates set here will override other dates in your Rates list for this same route (if one exists).
- Select the charges that are shown in the screen that you want to add. Include as many or few as you want. To create an "all in one" rate, click them all.
- Modify the cost rates by applying a markup such as a percent. Then the system will calculate the selling price for you.



Follow the prompts in the remaining screens of the wizard. The wizard generates the rates for you and saves them.

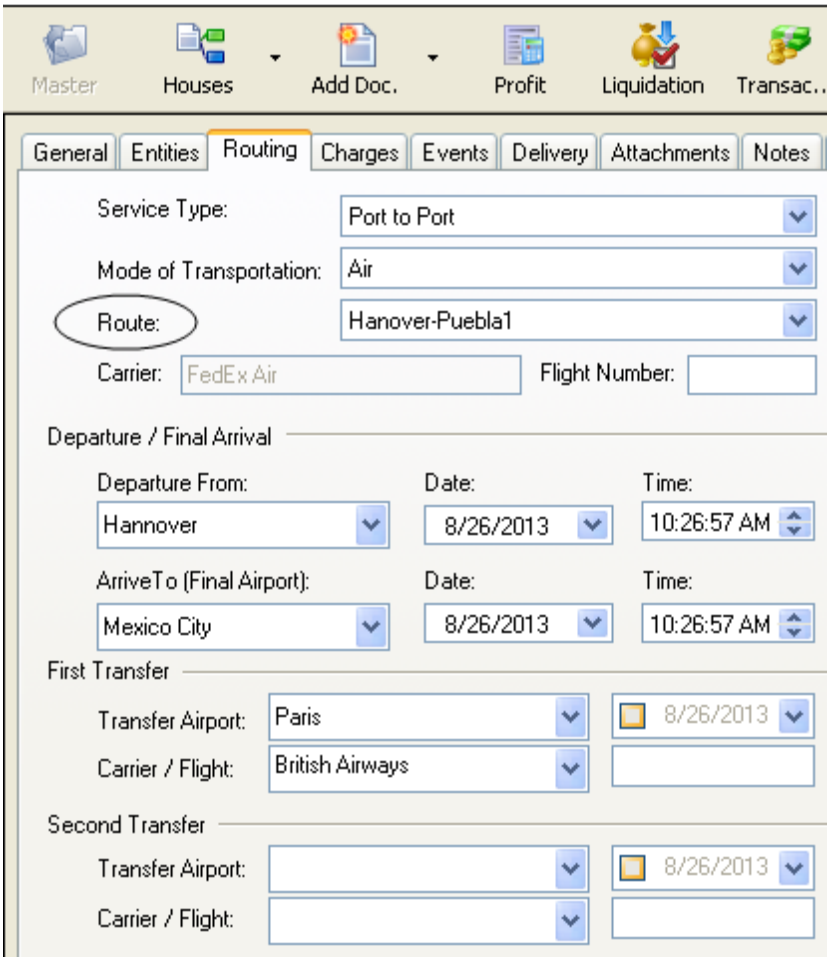
Extra Info: This wizard contains functions that are the same as those for creating multiple rates. If you want more details on the wizard, it is explained in more detail in the *Magaya Software Customization Manual*, Chapter 2.

Use Routes in Shipments

When you select a route ina shipment, all the route details are filled in, including transfers and charges.

Routes can also be used when creating a booking, which can later be converted into a shipment.

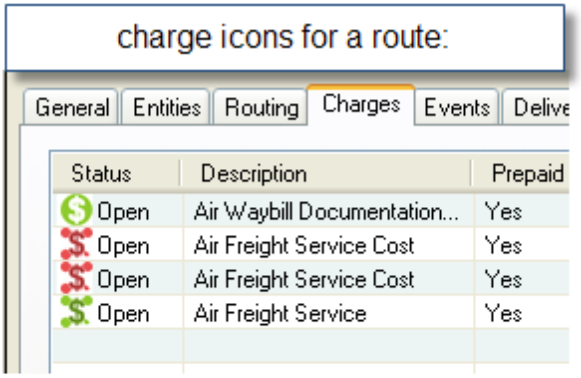
Choose the Route in the Routing tab when creating a shipment transaction.

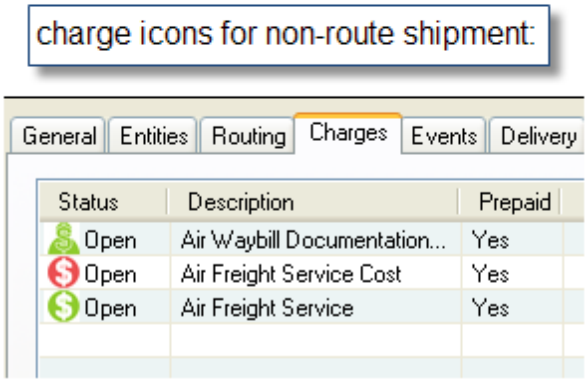


The route details automatically populate the fields in the Routing tab, saving data entry and time.

If you have existing charges that are automated to appear in a shipment transaction, the system will override this automation and use the segment charges. Charges do not appear until cargo is added. When the system uses charges from

a Route or Segment, the icon for the charge indicates that the charge is from the route.



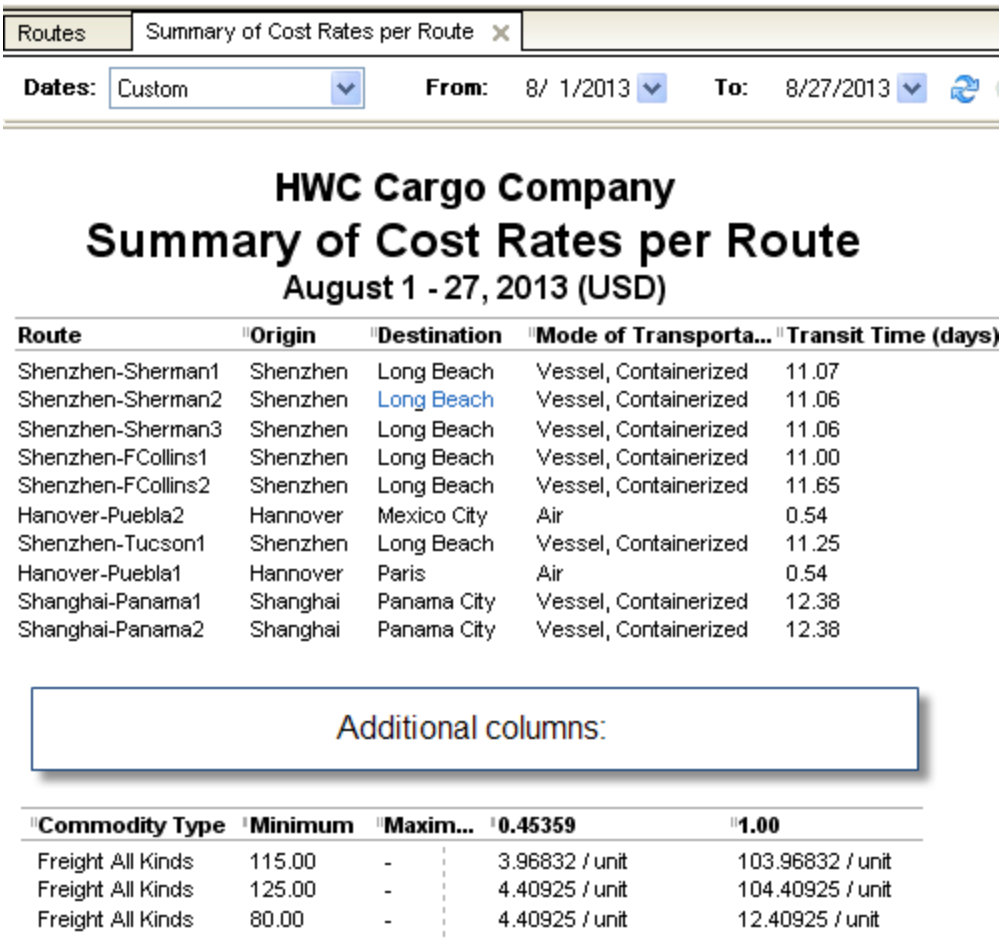


Create the rest of the shipment as you normally would.

Reports:

Reports can be created from the Routes screen. Right-click (or click the Actions button), and select report:

- "Summary of Cost Rates per Route" - used for your information about your costs


Routes
Summary of Cost Rates per Route
Dates: Custom
From: 8/ 1/2013
To: 8/27/2013
HWC Cargo Company
Summary of Cost Rates per Route
August 1 - 27, 2013 (USD)
Route Origin Destination Mode of Transporta... Transit Time (days)
Shenzhen-Sherman1 Shenzhen Long Beach Vessel, Containerized 11.07
Shenzhen-Sherman2 Shenzhen Long Beach Vessel, Containerized 11.06
Shenzhen-Sherman3 Shenzhen Long Beach Vessel, Containerized 11.06
Shenzhen-FCollins1 Shenzhen Long Beach Vessel, Containerized 11.00
Shenzhen-FCollins2 Shenzhen Long Beach Vessel, Containerized 11.65
Hanover-Puebla2 Hannover Mexico City Air 0.54
Shenzhen-Tucson1 Shenzhen Long Beach Vessel, Containerized 11.25
Hanover-Puebla1 Hannover Paris Air 0.54
Shanghai-Panama1 Shanghai Panama City Vessel, Containerized 12.38
Shanghai-Panama2 Shanghai Panama City Vessel, Containerized 12.38
Additional columns:
Commodity Type Minimum Maxim... 0.45359 1.00
Freight All Kinds 115.00 - 3.96832 / unit 103.96832 / unit
Freight All Kinds 125.00 - 4.40925 / unit 104.40925 / unit
Freight All Kinds 80.00 - 4.40925 / unit 12.40925 / unit

- "Summary of Sales Rates per Route" - for agents agents at origin so they can see the rates and help them to sell the routes and for your customers to help them choose the route that is best for them.

In the report, click on any charge to view its details. As with all reports, you can configure the columns, save it, print it or email it. Other reports can be made by origin, destination, carrier, etc.

Index

Numerics
3PL 17

A
Accounting 111
Accounting from cargo release 316
Accounting from WR 227
Accounting Pickup Order 293
Accounting Wizard 68, 97
Actions button 159
Activation Key 44, 57
Add a license of Magaya software 58
Administrator assign permissions 75
Administrator login 46
Administrator rights 73
AES 426
Agent profit sharing set up 448
Agents 119
Air carrier 116
Air shipment export example 365
Air Waybill
  add new numbers 117, 171
  file 463
  search 157
Air waybill 26
Air Waybill Number 366
AMS - Customs messages 105
AMS tab (on Commodity dialog box) 193
Arrival Notice 466, 474
Attach documents from Microsoft Outlook 216
Attachments 215
  drag and drop 217
  scan 217
AWB
  manual data entry or edit 394
  prevent duplicate numbers 397
AWB, different types 372
AWB, see Air Waybill 371

B
Back-to-back shipment 350
Bar code
  enter manually 437
  scan item 198
Batch email 148
Bill of Lading 35
BL 35
Booking
  cancel 351
  create a copy of 349
  exclude from tracking 350
  view history of 350
Bookings 343
  create a Quick Booking 344
Buttons on toolbars 140

C
Cancel a booking 351
Cancel a transaction 322
Cargo item - find 328
Cargo Manifest Report 427
Cargo Release 297
  compare to Shipment 297
  create a bill from 318
  create an invoice from 318
  set cargo as Delivered 319
  set cargo In Transit 319
Cargo status icons 407, 432
Cargo Toolbar 429
  Load button 430
  Unload button 431
  Unpack button 431
Carrier 16
Carriers
  add 115
Carriers, enter in Startup Wizard 63
CASS 29
Chargeable weight 30, 414
Chargeable weight, in a shipment 414
Charges
  add freight charges 209
  add to a transaction 205
Charges Correction Advice 427
Charges tab 202
Charges, automate 202, 409
Charges, automatic update 413
Charges, change display order in documents 411
Charges, routes in a shipment 415
Chart of Accounts 111
Clause, add to Notes tab 224

Client statements 120
COGS 26
Collect Charges 413
Columns
  adjust 132
  customize 134
  JavaScript 136
Commercial invoice, value of commodities 182
Commissions, salesperson 122
Commodities 176
  status icon 134
Commodity classifications 244
Commodity dimensions field 182
Communication Center 104
Communication Server 48
Community 103
Company profile 104
Configuration menu 127
Configure liquidation 447
Contact Magaya 14, 52
Contacts
  add 123
  online access 123
  primary 115
Container reports 453
Container, add 196
Container, return 293
Containers, loading items 435
Cost of Goods Sold 26
Country codes and names 127
Courier waybill 232
Create Cargo Release 298
Credit card, set up 121
Currency, change date in transaction 317
Currency, setup 62
Custom document, download it 97
Customer account number 121
Customs codes 62
Cycle count 24

D
Database Server 49
Database server 94
Database tasks 53
Declared value 383
Desktop icon of Magaya Explorer 48, 61
Detail button
  Inventory Items 258
Details panel
  WR 236
Dimensional weight, in a shipment 414
Distribution Center 17
Divisions 84
Document Editor 48
Document numbering 170
Document templates 386
Drop Shipping 458

E
ECCN 189
Edit button 98
EEI 19, 187, 246, 378, 393, 426
Electronics commodity description 183
Email
  send batch emails 148
  shipment documents 422
Email signature 124
Employee
  add 123
  create a task for 106
  email signature 124
  permissions and remote access 123
Entity ID 114
Events
  add an event 212
  define an event 213
Events tab 212
Events, automate 320
Everyone permission group 79
Excel spreadsheet, add to shipment 425
Expiration date, WR 187
Explorer 93
Export code 190
Export data to Excel 161
Export example, ocean consolidated 380

F
FCL 385
File a manifest or AWB 458
Filter 151
Filter Advanced 153
Find 289

Find button 156
Find commodities 328
Flight number 370
FMC 62
Freight Charge, in an ocean shipment 413

G
Getting Started 53, 57
Getting Started with the software 55
Grayed out button 96
Group houses 388

H
Hard drive size recommended 43
Hazardous materials 191
Hazardous materials, columns in WR list 258
Help 52, 99
Hide folders 102
History Tasks 106
Hold commodities 178, 232
House shipment documents 390
House, add new to shipment 424
HTS codes 193

I
IATA air waybill codes 118
IATA code 29
Icons
  status of cargo 199
Import Shipment
  arrival 474
  liquidation 471
  reception 472
  send Transaction Tracking emails 473
Import shipment
  create 459
In Transit folder 456
Incoming Shipments 112
Inland freight 206
Install software
  on a network 47
  on a single computer 44
  on terminal services 48
Interface 93
Internal Notes 226
INTTRA shipping instructions 428
Inventory Item Definitions 252
  create 252
Inventory items, cost 255
Invitations 104
IP address, static 47
Items and Services 111
ITN (Internal Transaction Number) 190

J
Just in Time 25

K
Known shipper 115
Known shipper, print air shipment documents 419

L
Labels
  print 289
Labels, print 435
LCL 385
Letter of Credit, add to shipment 372, 386, 390
Liquidation 21, 438
  agent share of shipment 448
  configure 447
  reports 447
  view transactions 450
List view, how to save 130
Lists, sort items 133
Load cargo 386
Login authentication 85
Logistics 16
Lot numbers, receiving 187

M
Magaya Bar Code Plug-in 252
Magaya Communication Server 48, 73
Magaya Database Server 49
Magaya Document Editor 48
Magaya Explorer 48
Magaya Network 67, 103
Magaya POD Mobile 405
Master shipment entities 383
Master view in shipment 424
Memory requirement 43
Mercosul 187
Messages 105

Military shipment 190
Minimum stock inventory notice 255
Multimodal shipments 110, 476
My Company Info Wizard 97

N
NCM code 187
nesoi 245
Network ID 94
Network ID code 61
New release, changes to roles 87
Notes 224
  add a clause 224
  add notes to transaction 224
  internal notes 226
NVOCC Pickup Order template 292

O
Online update 49
Options button 145
Outgoing Shipments 111
Outlook, Microsoft email attachments 419

P
Packing List columns 429
Page One 93
Pareto's rule 24
Part Number
  in a Warehouse Receipt 179
  scan bar code 198
Part number, of Inventory Item Definition 252
Partial picks and load 435
Partial release 254
Passenger-only flights or carriers 116
Password requirements 61
Passwords for employees 83
Payment terms 119
Pending Tasks 106
Permissions 75
Photographs
  as Attachments 216
  file size 215
  scan 217
Pickup Order
  create a bill from 295
  create a Warehouse Receipt from 291
  create an invoice from 295
  customers can place online 296
  exclude from tracking 292
  generate accounting transactions 293
  location of 261
  make a copy of 291
  view attachments to 291
Pieces field 181
Pieces released 303
Pieces versus Quantity 181
Plus sign 101
Port to enable for database 43
Ports
  add 124
Pre-paid Charges 413
Preview 93
Print button 140
Print labels 435
Print labels from WR 233
Print multiple documents 146
Print shipment documents 417
Printer settings 142
PRO number 176, 300
Profit button 425
Profit sharing 442
Proof of Delivery, Cargo Release 313
Purchase Order 25

Q
Query rates 340
Quick Booking
  set up 344
Quick Find 157
Quotation 17
  cargo 333
  create other transactions from a 337
  view history of 338
Quotations 107, 333

R
Rates
  add 115
Refrigerated 197
Related columns 134
Release cargo 298
Repack cargo 200, 433

create multiple packages 200
Replenish inventory notice 255
Replenishment setting 255
Reports menu button 99
Returned items 168
Roles, how to assign 87
Route reports 484
Route, select in shipment 370
Routes 476, 479
add costs 481
add segment to 480
all in one charge 481
Charges 484
rates override system 483
use in a shipment 483
well formed 480

S
Sales Order 25
SCAC 62
Scan attachments 217
Scan cargo for receipt 198
Scan items
verify packing list 437
Schedule B code 187
Schedule B codes 244
Schedule B, D, and K codes 63
Schedule D
work with list 124
Schedule D and K
update port lists 126
Schedule K
work with list 124
Search 327
Air Waybill 157
SED 19
Segment 477
cost 478
freight charges 478
Serial number
on Inventory Item Definition 254
Serial numbers, receiving 184
Server installation 47
Service Type, Port to Port 384
Shipment General tab 396
Shipment List 451
Shipment reports 453
Shipment Routing tab 400
Shipment screen 393
Shipment screen, widen panels 396
Shipment Statistics 454
Shipment Toolbar 394, 423
Shipment Wizard buttons 95
Shipments 363
add documents to House 390
add freight charges 409
agent profit sharing 444
copy 397
create a consolidated export shipment 381
create a straight shipment 364
Documents, email 422
Edit 449
Generate charges 447
link document 394
Liquidation 438
print documents 417
Proof of Delivery 405
reload data 395
set in transit 427
split Houses 379
verify charges 427
view history 427
Shipper Export Declaration 19
Shipping charges 409
Shipping instructions to INTTRA 378, 393, 428
Signatures, electronic 406
SKU 253
Software components 48
Startup Wizard 57, 97
Activation Key 60
Create password 61
Statement, customer’s shipment details 451
Subhouses 379
Supply chain 15
System requirements 43
Systems administrator 73

T
Taskbar icon 49
Tasks 105
Tax exempt entity 121
Tax, split transactions 449

Taxes
display in Quotation 339
Third-party logistics provider 17
Toolbar 95
Toolbar buttons 139
Tracking Details 213
Transaction Log 140
Tree view 101
Trip Schedule 353
copy a 360
create a 354
create a consolidation from a 360
view history 361
TSA 119

U
Uninstall software 52
Unpack icon 200
Update Magaya software 49
US Customs 426

V
Variable weight, receive item 183
Vehicle
shipping a 190
Vehicle EEI filing 426
Vendor
add 121
Verify Packing List 436
View documents 128
VIN 194
find number 158
Vista (Microsoft) 94
VPN 47

W
Warehouse Location
Set Default 180
Warehouse locations 239
Warehouse locations, how to add 241
Warehouse Receipt
add commodities 177
create 167
Warehouse receipt 167
Warehouse Receipt number 170
Warehouse zones 239
Watermark, print 418
Weight, variable 254
Welcome screen 93
Windows (XP, Vista, 7) 43
Windows XP 94
Work Load folder 456